SAN FRANCISCO HISTORY ROOM

SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY
3 1223 90149 2729

REFERENCE BOOK

Not to be taken from the Library

Digitized by the Internet Archive
in 2013

http://archive.org/details/sanfranciscopubl19501951s

SAN FRANCISCO PUBLIC LIBRARY STAFF ASSOCIATION

COMMITTEES 1950-1951

EXECUTIVE COMMITTEE

Edeltraut Raith, Chairman
Stuart Boland
Versa Cullen, Secretary-Treasurer
Dorothy Richard
Beatrice Hugo

WELFARE COMMITTEE

Harriet Collopy, Chairman
Anne Farrell
Edith Rosenlund

SOCIAL COMMITTEE

Betty Rethmeyer, Chairman
Virginia Higginson
Frank Burke

* ** *

REF 27.4 Sa52m
1950/51
San Francisco Public
Library Staff
[San Francisco Public
Library Staff

SAN FRANCISCO
PUBLIC LIBRARY

85-50

REPORT ON

MISS JESSICA FREDRICKS' RETIREMENT TEA

On the morning of October 20, 1950, the day following my installation as President of the Staff Association, I contacted the Librarian's Office for the purpose of receiving confirmation in regard to the retirement of Miss Jessica Fredricks, Head of the Music Department. I was the first person to receive official word concerning the retirement which, it was advised, would definitely be effective October 31, 1950.

The interim between October 20th and October 31st left little better than a week's time in which to make preparations for a farewell tea, to which, when asked if she would like to have one, Miss Fredricks responded with affirmative delight.

This short time combined with the fact that scarcely a few hours had passed since I had assumed the presidency and had, for this reason, hardly had the time to call a meeting of the Executive Committee for the purpose of our selecting committees (i.e., Welfare and Social), plus the fact that the Executive Committee was not able to meet in toto until a week later (i.e. October 31st) because two of its members were on vacation, I contacted the Executive Committee members who were immediately available that morning for the purpose of procuring their approval of plans in regard to the tea. Another member was contacted in the afternoon for the same stated purpose.

The plans which were approved and carried out are as follows:

(1) Date, time and place of the tea: October 31, 1950, between four and five o'clock in the afternoon, in the Commissioners' Room of the Main Library.

(2) Date, time and place of tea was approved by the Librarian's Office

(3) Extending an invitation to Miss Fredricks

(4) Extending an invitation to the Library Commissioners

(5) Extending invitations to staff members. Due to the very short notice, I asked Miss Marian Zaun to contact all departments at the Main personally and advise them about the tea. She also advised that the usual formal memo inviting staff members would be in the next delivery. I telephoned all branches, giving the branch staffs the same information which Miss Zaun gave to Main departments

(6) Appointment of a protem Social Committee for the expressed purpose of serving for this occasion. Appointees were Miss Marian Zaun, Chairman, Miss Eileen Hamilton, and Miss Virginia Higginson.

(7) Finding out from Miss Fredricks if she would prefer a gift or a $30.00 check. Miss Fredricks advised that she would like a check.

REPORT ON

MISS MARTHA FREDRICKS' RETIREMENT TEA

On the morning of October 30, 1950, the day following my installation as President of the Staff Association, I contacted the Librarian's Office for the purpose of receiving confirmation in regard to the retirement of Miss Martha Fredricks, Head of the Music Department. I was the first person to receive official word concerning the retirement which, it was advised, would definitely be effective October 31, 1950.

The interim between October 30th and October 31st left little better than a week's time in which to make preparations for a farewell tea, to which, when asked if she would like to have one, Miss Fredricks responded with affirmative delight.

This short time combined with the fact that scarcely a few hours had passed since I had assumed the presidency and had, for this reason, hardly had the time to call a meeting of the Executive Committee for the purpose of our selecting committees (i.e., welfare and Social), plus the fact that the Executive Committee was not able to meet in toto until a week later (i.e. October 31st) because two of its members were on vacation, I contacted the Executive Committee members who were immediately available that morning for the purpose of procuring their approval of plans in regard to the tea. Another member was contacted in the afternoon for the same stated purpose.

The plans which were approved and carried out are as follows:

(1) Date, time and place of the tea: October 31, 1950, between four and five o'clock in the afternoon, in the Commissioners' Room of the Main Library.

(2) Date, time and place of tea was approved by the Librarian's Office

(3) Extending an invitation to Miss Fredricks

(4) Extending an invitation to the Library Commissioners

(5) Extending invitations to staff members. Due to the very short notice, I asked Miss Marian Kenn to contact all departments at the Main personally and advise them about the tea. She also advised that the usual formal memo inviting staff members would be in the mail delivery. I telephoned all branches, giving the branch staffs which Miss Kenn gave to Main departments.

(6) Appointment of a proper Social Committee for the expressed purpose of serving for this occasion. Appointees were Miss Marian Kenn, Chairman, Miss Eileen Hamilton, and Miss Virginia Hagemann.

(7) Finding out from Miss Fredricks if she would prefer a gift or a $50.00 check. Miss Fredricks advised that she would like a check.

A number of speeches and presentations were made at the retirement tea for Miss Fredricks. In behalf of the Library Commission, Library Commissioner Mrs. J. Henry Mohr presented Miss Fredricks with a scroll, lauding Miss Fredricks for her work in connection with the Library and its Music Department. Mrs. Harold Kemp, President of the San Francisco Musical Club, presented Miss Fredricks with a gift as a token of the club's appreciation of the many kindnesses which Miss Fredricks had shown the club library-wise. After Miss Raith, President of the Staff Association, had presented Miss Fredricks with the Staff Association's retirement gift check, Mr. Laurence J. Clarke, City Librarian, paid tribute to Miss Fredricks in a fine speech in which he recounted her long and successful career with the Library, and praised her for the excellent Music Department which retirement forces her to leave behind. Various telegrams and messages received by Miss Fredricks on the occasion of her retirement were read. Miss Fredricks then expressed her thanks for the Staff Association's tea, her lovely orchid corsage, and gift check, as well as for the presentations and speeches made by others during the afternoon. In her farewell speech, Miss Fredricks also mentioned that the gift check would be used to purchase a heater for her car in which she would make an extended journey to Mexico very shortly. Her closing words were to the effect that she planned to devote a good deal of her time on writing a book about the music history of San Francisco.

From all reports, Miss Fredricks' well-attended retirement tea was a big success. The cooperation received from all staff members who worked together under the handicap of only a few days in which to prepare for the tea was most heartwarming. A good deal of the successful arranging was due to Mrs. Beatrice Hugo and Miss Eileen Hamilton, both of whom have had much previous experience in engineering successful parties. The Executive Committee wishes to thank all who lent a helping hand. Our thanks, too, to Miss Marie Furrer, who was called upon in the last minute to help serve at the tea.

Respectfully submitted,

Edeltraut Raith, President

REPORT ON

STAFF ASSOCIATION'S ARRANGEMENTS FOR

MISS ADA McDONNELL'S FUNERAL

On the morning of October 30, 1950, I was advised that our Miss Ada Mc Donnell had passed away.

Since the Executive Committee had not as yet had the opportunity to meet (the meeting was scheduled for October 31st) in order to select committees (i.e., Welfare and Social), I appointed Miss Marion McCarthy, with the approval of Executive members available at that time, as a committee-of-one to assume arrangements for a mass card and floral piece for Miss McDonnell's funeral, which was to take place on the following morning, October 31, 1950.

Miss McCarthy was asked to submit a report concerning the arrangements made.

Respectfully submitted,

Edeltraut Raith, President

Miss McCarthy advised that the total disbursement was $30.00 ($10.00 for a mass card, $20.00 for flowers). The bill was submitted to our Secretary, Miss Versa Cullen.

SAN FRANCISCO PUBLIC LIBRARY STAFF ASSOCIATION

EXECUTIVE COMMITTEE MEETING #1

1950 - 1951

THE FIRST MEETING OF THE 1950-1951 SAN FRANCISCO PUBLIC LIBRARY STAFF ASSOCIATION EXECUTIVE COMMITTEE WAS CALLED TO ORDER BY MISS EDELTRAUT RAITH, CHAIRMAN, ON TUESDAY AFTERNOON, OCTOBER 31, 1950, AT 3:40 P.M., IN THE STAFF ROOMS OF THE MAIN LIBRARY. ALL MEMBERS WERE PRESENT, I.E.:

MISS EDELTRAUT RAITH, CHAIRMAN
MR. STUART BOLAND
MISS VERSA CULLEN, SECRETARY-TREASURER
MISS DOROTHY RICHARD
MRS. BEATRICE HUGO (1949-1950)

THE PURPOSE OF THIS MEETING WAS AS FOLLOWS:

(1) TO SELECT THE SECRETARY-TREASURER OF THE STAFF ASSOCIATION

(2) TO CHOSE THREE STAFF ASSOCIATION MEMBERS TO COMPOSE THE STANDING WELFARE COMMITTEE

(3) TO CHOSE THREE STAFF ASSOCIATION MEMBERS TO COMPOSE THE STANDING SOCIAL COMMITTEE

(1) MISS VERSA CULLEN WAS SELECTED SECRETARY-TREASURER

(2&3) A LIST OF POTENTIAL WELFARE COMMITTEE MEMBERS AND SOCIAL COMMITTEE MEMBERS WAS DRAWN UP. IT WAS ASKED THAT THESE POTENTIAL COMMITTEE MEMBERS BE CONTACTED IMMEDIATELY IN ORDER THAT THESE COMMITTEES BECOME FORMED, THUS ENABLING A JOINT MEETING OF THE EXECUTIVE COMMITTEE, WELFARE COMMITTEE, AND SOCIAL COMMITTEE AT THE EARLIEST CONVENIENCE POSSIBLE.

IT WAS ALSO SUGGESTED AND AGREED THAT CONSTITUTIONAL AMENDMENTS BE PREPARED FOR DISCUSSION AT THE NEXT MEETING--THE AMENDMENTS BEING:

1. IN CASE OF DEATH OF A STAFF MEMBER'S IMMEDIATE FAMILY A SET APPROPRIATION FOR SUCH A REMEMBERANCE BE INCLUDED IN GIFTS UNDER THE CONSTITUTION.

IN ORDER TO BE PRESENT AT THE TEA GIVEN IN HONOR OF MISS JESSICA FREDRICKS' RETIREMENT, THE MEETING WAS ADJOURNED AT 3:55 P.M.

RESPECTFULLY SUBMITTED,

Versa Cullen

SAN FRANCISCO PUBLIC LIBRARY STAFF ASSOCIATION

JOINT COMMITTEE MEETING 1

THE FIRST JOINT MEETING OF THE EXECUTIVE COMMITTEE, WELFARE COMMITTEE AND SOCIAL COMMITTEE WAS CALLED TO ORDER BY THE STAFF ASSOCIATION PRESIDENT, MISS EDELTRAUT RAITH, ON FRIDAY EVENING, NOVEMBER 3, 1950, AT 10:00 P. M. AT THE HOME OF MISS RAITH.

THE PURPOSE OF THE JOINT MEETING WAS AS FOLLOWS:

(1) A BRIEFING BY THE PRESIDENT OF PROBLEMS AT HAND.

(2) THE CHOSING OF A CHAIRMAN OF THE WELFARE COMMITTEE BY ITS MEMBERS.

(3) THE CHOSING OF A CHAIRMAN OF SOCIAL COMMITTEE BY ITS MEMBERS.

(4) TO PLAN A TENTATIVE STAFF ASSOCIATION PROGRAM FOR THE COMING YEAR.

IN THE INTERIM BETWEEN THE FIRST EXECUTIVE COMMITTEE MEETING (OCTOBER 31, 1950) AND THE JOINT MEETING THIS EVENING, STAFF ASSOCIATION MEMBERS APPEARING ON THE LIST OF POTENTIAL WELFARE COMMITTEE AND SOCIAL COMMITTEE MEMBERS, AS DRAWN UP BY THE EXECUTIVE COMMITTEE AT ITS FIRST MEETING, WERE CONTACTED, THE RESULTING APPOINTEES BEING AS FOLLOWS:

WELFARE COMMITTEE	SOCIAL COMMITTEE
MISS HARRIET COLLOPY	MISS BETTY RETHMEYER
MISS ANNE FARRELL	MISS VIRGINIA HIGGINSON
MISS EDITH ROSENLUND	MR. FRANK BURKE

MISS RAITH URGED EVERYONE TO BECOME THOROUGHLY FAMILIARIZED WITH THE NEW CONSTITUTION UNDER WHICH WE ARE NOW WORKING. SEVERAL ITEMS UNDER THE CONSTITUTION WERE DISCUSSED. THESE ITEMS WERE NOTED, AND WILL BE DISCUSSED AT A FUTURE MEETING.

MISS RAITH THEN BROUGHT TO OUR ATTENTION SEVERAL POINTS WHICH SHE ASKED THE APPROPRIATE COMMITTEES TO CONSIDER: THE PROPOSED PLAN OF HEALTH INSURANCE OF CITY EMPLOYEES; ANNUAL WAGE SURVEY QUATERLY STAFF ASSOCIATION PUBLICATION: 1 951 CLA CONVENTION IN SAN FRANCISCO: FRIENDS OF THE LIBRARY MEETING ON NOVEMBER 30, 1950: ANNUAL STAFF CHRISTMAS PARTY.

EACH COMMITTEE MET FOR THE PURPOSE OF DISCUSSING IMMEDIATE AND FUTURE MATTERS, MATTERS BEING THE FOLLOWING:

EXECUTIVE COMMITTEE

THE EXECUTIVE COMMITTEE RESOLVED TO CARRY OUT TO THE BEST OF ITS ABILITY ITS DUTIES AS NOTED IN THE CONSTITUTION.

IT WAS THOUGHT A GOOD IDEA THAT A MINUMUM OF TWO REPRESENTATIVES SHOULD PERHAPS ATTEND THE PUBLIC HEARINGS, IF AND WHEN HELD, OF THE PROPOSED PLAN OF HEALTH INSURANCE FOR CITY EMPLOYEES. MR. B. A. DEVINE

CHAIRMAN OF THE NEW PLAN WILL BE CONTACTED FROM TIME TO TIME FOR THE PURPOSE OF ASCERTAINING THE DATE OF SUCH A HEARING. THIS ACTION WOULD BE TAKEN IN THE INTEREST OF THOSE STAFF MEMBERS WHO ARE INTERESTED IN AND WHO HAVE SIGNED THE PETITION FOR THE PLAN.

IN RESPONSE TO THE RUMOR OF A SALARY RAISE IN THE OFFERING IT WAS DECIDED TO ACCUMULATE SALARY SCHEDULE DATA OF PUBLIC LIBRARIES LOCATED IN CITIES WHOSE POPULATION IS MORE OR LESS COMPARABLE WITH THAT OF SAN FRANCISCO'S, AND ALSO TO ACCUMULATE SALARY SCHEDULE DATA OF PUBLIC LIBRARIES LOCATED IN CALIFORNIA. UPON RECEIPT OF THE DESIRED INFORMATION, THAT DATA WILL BE COMPARED AND CONSIDERED FOR POSSIBLE SUBMISSION FOR CIVIL SERVICE HEARINGS AND OR BOARD OF SUPERVISOR HEARINGS; THE LAST WEEK OF DECEMBER, AND OF THE LATTER BEGINNING OF FEBRUARY 9, 1951.

THE SECRETARY-TREASURER, MISS CULLEN, WILL BRING THE STAFF ASSOCIATION MEMBERSHIP ROLL UP TO DATE, AND WILL CHECK WITH THE LIBRARIAN'S OFFICE FOR NEW STAFF MEMBERS TO WHOM WRITTEN INVITATIONS TO JOIN THE STAFF ASSOCIATION WILL BE EXTENDED.

MISS RAITH STATED THAT SHE WOULD SUBMIT WRITTEN REPORTS ON MATTERS (I.E.) REGARDING MISS JESSICAN FREDRICKS' RETIREMENT AND MISS ADA MCDONNELL'S DEATH) WHICH WERE ATTENDED TO BEFORE THE EXECUTIVE COMMITTEE WAS ABLE TO MEET AND APPOINT COMMITTEES. (I.E. WELFARE AND SOCIAL) FOR THE COMING YEAR.

IT WAS BROUGHT OUT, CALLED TO THE COMMITTEE'S ATTENTION, THAT UNDER THE NEW CONSTITUTION DUES WERE PAYABLE ANNUALLY (UNDER PREVIOUS CONSTITUTION DUES WERE PAYABLE SEMI-ANNUALLY)

THE SLIDING SCALE STAFF ASSOCIATION DUES WAS DISCUSSED BUT DROPPED AS IT COULD ONLY BE ADOPTED BY BALLOT AND THIS WAS NOT THE RIGHT TO WARRANT SUCH ACTION.

THE EXECUTIVE COMMITTEE DISCUSSED LOOKING INTO THE FEASIBILITY OF THE STAFF ASSOCIATION PER-SE JOINING THE MUNICIPAL FEDERATION OF EMPLOYEES AND THE CIVIL SERVICE ASSOCIATION FOR THE PURPOSE OF RECEIVING PUBLICATIONS WITHOUT RELYING ON INDIVIDUAL'S COPIES.

IT WAS DISCUSSED WHAT PROCEDURE SHOULD BE FOLLOWED IN CONTACTING THE BOARD OF SUPERVISORS RELATING TO SALARY STANDARIZATIONS.

THE IDEA OF A BOOKLET FOR STAFF MEMBERS CONCERNING LEAVES, VACATIONS, AND SUCH INFORMATION OF INTEREST TO THE LIBRARY STAFF WAS DISCUSSED. RETIREMENT BENIFITS WHICH HAD BEEN HANDLED BY THE PREVIOUS EXECUTIVE COMMITTEE WAS REOPENED AND, AS INDIVIDUAL CASES VARIED IT WAS DECIDED THAT NO GENERAL BULLETIN COULD BE OF ANY VALUE. THE MATTER WAS CLOSED.

It is the Executive Committee's intent to issue memos when necessary for the purpose of keeping the Staff Association members abreast with major items of current interest. The release of such memos will bridge the gap of time between each quarterly issue of the Staff Association publication.

The date for the Annual Staff Association meeting in Oct. 1951 will be determined at a future meeting.

Welfare Committee

The Welfare Committee met to choose its chairman, and discuss its program for the coming year.

Miss Harriet Collopy was chosen Chairman.

As per the new Constitution, the Welfare Committee will issue a quaterly publication in which it will assume responsibility for all matters relating to publicity.

The Welfare Committee will work together with the Executive Committee in making recommendations on matters relating to general working conditions affecting the interest and well-being of the members of the Staff Association, as exemplified in the present joining of hands of both afore-mentioned committees in the procuring, etc., of salary schedule data. It was discussed that professional reading list be published by them from time to time.

Social Committee

The Social Committee met to choose its chairman, and to discuss its programs for the comming year.

Miss Betty Rethmeyer was chosen Chairman.

Immediate Plans

1. Friends of the Library Meeting
In a written letter to Miss Raith, Mrs. Mohr asked the cooperation of the Staff Association President regarding the arrangement and serving of the refreshments at the Friends of the Library meeting on November 30, 1950 at 8:00 P.M. in the commissioners' Room at the Main Library. Miss Helen Mootz's and Miss Alice Taylor's names were suggested as auxiliary members of the Social Committee for this occasion and the Executive Welfare Committees were to assist also.

2. Annual Staff Christmas Party

A tentative date, Thursday, December 21, 1950, was set for the party, which is to be held at the Main Library. The following names were suggested as auxiliary members of the Social Committee for this occasion: Misses Privizich, Marie Shannon, Anne Schofield, Marian Zaun and Ann Doyle. Further planning was postponed until a later date.

3. FUTURE PLANS

A) SPRING GET TOGETHER
PLANS TO BE CONSIDERED AT A LATER DATE.

B) SUMMER PICNIC

4. LONG RANGE PLANS

A) C.L.A. CONVENTION
IN VIEW OF THE CLA CONVENTION'S TAKING PLACE IN SAN FRANCISCO IN 1951, IT WAS DECIDED THAT A SERIES OF RAFFLES WOULD HAVE TO BE HELD IN ORDER TO RAISE THE NECESSARY FUNDS FOR THE STAFF ASSOCIATION'S CONTRIBUTION TOWARD HOSTING THIS GROUP. FURTHER PLANS WILL BE DEVELOPED AT A LATER DATE.

FOLLOWING THE INDIVIDUAL MEETING OF EACH COMMITTEE, MISS RAITH ASKED THAT THE COMMITTEE CHAIRMEN SUBMIT WRITTEN REPORTS OF THEIR MEETING.

THE MEETING WAS ADJOURNED AT 11:15 P.M.

RESPECTFULLY SUBMITTED,

Vera Pullen

November, 1950

To: The Staff Association
From: The Executive Committee

The Welfare Committee will release its first issue of the Staff Association publication early in the next year. In the meantime, the Executive Committee is issuing this memo for the purpose of keeping the Staff abreast with items of current interest. It is the Executive Committee's intent to continue the practice of issuing these memos when the need for such arises, thus bridging the gap in time between each quarterly Staff Association publication.

* * *

The Executive Committee met on October 31, 1950 to select the Secretary-Treasurer of the Staff Association, and to chose members for the Welfare and Social Committees. The complete list of Staff Association committees and their members was released recently.

A joint meeting of Staff Association committees was held on Friday, November 3, 1950. The discussion centered about the usual plans for the coming year, i.e., Christmas party, a Spring get-together, and the annual business meeting next October. The more immediate activities and events are noted below.

ANNUAL WAGE SURVEY

The Civil Service Commission is now conducting its annual wage survey, the results of which will be published December 20, 1950. The public hearings before the Civil Service Commission will take place on January 7, 1950.

The Executive and Welfare Committees have combined in an effort to procure material which, after careful consideration and comparison with the findings of the preliminary wage survey, could possibly be submitted to the hearings as supplementary data to further our cause.

PROPOSED HEALTH PLAN

Mr. B.A. Devine, Chairman of the New Proposed Health Plan, advised that over 4200 persons had signed the petition for the new plan,

-over

and that it should not be too long before a public meeting would be held. When such a meeting takes place, members of the Welfare and Executive Committees will attend. Further information, when received, will reach you via the usual channels.

CHRISTMAS PARTY

Thursday, December 21, 1950, has been set as the date for the Annual Staff Christmas Party, which will be held at the Main Library. Further Details will be forthcoming.

The Social Committee will be augmented by the following Staff Association members who compose the Auxiliary Social Committee for this occasion:

Miss Ann Doyle
Miss Marion Zaun
Miss Mary Prevezich
Miss Anne Schofield
Miss Dorothy Terhaar

WRITTEN and SIGNED SUGGESTIONS

The Executive Committee welcomes suggestions from members of the Staff Association, and takes this opportunity of calling to your attention the By-law which states that "All suggestions from individuals or committees must be submitted in writing to the Executive Committee. Unsigned communications will be destroyed and no action will be taken upon them."

* * *

Form letter for invitation to join Staff Association

San Francisco, California
December 1, 1950

Name
Department
Location

Dear ——:

In behalf of the San Francisco Public Library Staff Association, we welcome you into our midst!

At the same time, we take the pleasure of extending to you an invitation to join our Staff Association.

The importance of our organization cannot be overemphasized. It exists in order to further our common good and to contribute to the general efficiency of the Library, as for example, in matters relating to general working conditions effecting the interests and well-being of the Staff Association, the furtherance of relationships with other employee and professional organizations, and promotion of social activities of the Staff Association.

Enclosed please find the usual instructions regarding membership dues, as well as an envelope for your convenience in submitting same.

We would like to be able to look forward to your response, and we feel sure that your acceptance will be the beginning of a pleasant association, extending over the many years to come.

Sincerely,

(Miss) Edeltraut Raith,
President

(Miss) Versa Cullen,
Secretary-Treasurer

Subject: Report on 1950 Staff Xmas Party, SFPL
From: The Social Committee.
To: The Executive Committee.

Plans for the 1950 Xmas party were initiated by the Social Committee chairman, Betty Rethmeyer. The date, time and place were: Thursday, Dec. 21, 1950, 4 PM to 7 PM, Commissioner's Room. Attractiveinvitations were sent sufficiently in advance to allow all invited to reply comfortably. The amount for each to pay was set at 1.50. Special invitations were sent to the Commissioners. It was agreed to invite the part-timers but not the pages[at this juncture Betty Rethmeyer was forced, with reluctance, to withdraw from control of the Committee, due to extremely serious illness in her family.]. However, she cheerfully gave what consultation and assistance was in her power. A general over-all invitation was sent:

one to the janitors,
one to the gardeners,
one to the part-timers of each branch respectively.

Invitations were sent to Sutro Library personnel.
No invitation was sent to the Great Books office.
Individual invitations were sent to all Staff members, and to part-timers at the Main (to the latter to avoid confusion and misunderstanding).

In coming to a conclusion on the business of invitations certain issues appeared and were handled as follows:
A. Should the pages and part-timers be invited:
The following opinions from various origins were aired:

1. Con.
   a) Since liquor was being served, they were too ypung.
   b) They would get out of hand.
   c) "Jute-box" records and dancing would cause the party to lose its Xmas atmosphere.
   d) The party was primarily a "Staff party". It should be attuned to the preferences of the regular Staff- good food, good coffee, a nice drink or two, some carol singing.

2. Pro.
   a) The part-timers give "life" to the party.
   b) They were doing the work of librarians and should receive adult consideration.
   c) They are an admirable group of young people.

This issue was settled as follows:
Pages were excluded, part-timers invited. No record-playing machine was procured. No dancing was provided for. A piano was secured from the music dept. Carol booklets were attractively printed. Steps were taken to carefully supervise the bar and to keep the party under control. In the whole everyone's conduct was good, the part-timers added joy to the party, and, with their carol singing furnished good cheer.

The next issue and its treatment were:
Should the Commissioners pay at the Xmas party:
The 10 [illegible] opinions were aired.
1. They should not because:
   a) Since they were outside the Staff Association, it was not in good taste to send them invitations, and, at the same time, to request payments.
   b) They were a most active group and very interested in the library.
   c) They could possibly assist the Staff in various ways.
   d) Recently they had put on a "friends of the library" meeting and prtyto which they invited the Staff.

2. They should because:
   a) It wasn't too much for them to pay to help the party.

This issue was settled as follows:
Letters were sent to the Commissioners amending that part of their invitations which stipulated a payment of 1.50. They were graciously requested to come as honored guests and friends.

Note: Mr. Graves insisted on paying. His note to this effect is attached to this report.

C. The next issue concerned the distribution of invitations. The distribution potential covered the following groups, which are divided as such for the convenience of explanation:
Regular Staff members - Part-timers - Sutro Library personnel - Library Bldg. artisans (gardeners, janitors) - Pages - Great Books personnel.
As reported above, all groups were invited except Pages and Great Books personnel.

The issues treated above presented problems because the Committee had no firmly specific Staff policy to go by. It was up to the Committee to decide what the Staff wanted, and it acted to the best interests of the Staff insofar as it was able. But the Committee agreed that the issues should be presented on the floor of the next business meeting of the Staff in order that declarations of policy be made on them. The Committee agreed that a small present of money in the amount of 2.50 be given to Miss Eileen Hamilton as a token of appreciation for her help and courtesy relative to kitchen facilities, and adjacent services at the party. The Xmas tree was donated. Its ornaments were purchased by the Social Committee. The latter agreed with Mr. Clark to sell these ornaments at cost, and to donate the decorated tree to the new local youth center. To this report is attached a financial statement of the party. Appended thereto are three sales vouchersfor the use of next year's Committee if it wishes such for reference purposes on buying. For items for which no sales vouchers are attached, information can be requested of Frank Burke or Virginia Higginson relative to places where purchases were made. Attached to this report also are the mailing addresses of the current Commissioners of the library.

The Committee reports with pleasure the whole-hearted cooperation of many Staff members who helped at the party. Their names are mentioned in a release by this Committee to the Staff Quarterly which will make its initial appearance sometime after the 1st of the new year.

Respectfully submitted, December 28, 1950.

Francis P. Burke

Francis P. Burke
acting for Betty Rethmeyer, Chairman, Social Committee.

FINANCIAL STATEMENT- STAFF XMAS PARTY- 1950

DEBITS		CREDITS	BALANCE	CASH ON HAND
			3.12	8.18
Liquor (net cost)	48.80	66 personslisted prior to the party at 1.50 each:		
Ice	1.75			
		99.00		
Salads and cakes	13.80			
14 lb. ham	12.30			
Stickers	.37			
*Ornaments	3.78			
Napkins	.71			
colored string	.26			
postage stamps	.33			
spoons	.83			
liverwurst	1.80			
cheese	.75			
other groceries etc.	10.40			
	95.88			

8.18
- 3.12
5.06 Amount over(in cash).

Explanation:
On the afternoon of the party itself, various last minute purchases were made, and last minute payments were received. Also, during the party some persons came and payed who were not on the record. Due to business and some confusion, all of this did not get into the record.

Francis P. Burke

*Refundable

JOHN RAYNOR GRAVES
1360 Jones Street
S.F. 9
December 18, 1950

Dear Mr Burke

I have received the very kind invitation of the Staff Association to be present at their Christmas Party, reinforced by your letter.

Both are truly appreciated and I accept with pleasure.

At the same time, I see no reason why a commissioner who has great respect and affection for members of the Staff should not be allowed to chip in his 1.50

Sincerely Yours
John R Graves

MAILING LIST OF COMMISSIONERS OF THE LIBRARY

John R. Graves - 1360 Jones St. SF 9.

George D. Hart - 200 Brannan St. SF7.

Evelyn LaPlace - 949 Taravel St. SF.

Ralph J. McGill - 840 Ulloa St. SF.

Mrs. J. Henry Mohr - 2 Costanada Way SF.

Sam M. Markowitz- Russ Bldg. SF 4.

Mr. Rene A Vayssie - Hotel Roosevelt, 240 Jones St. SF 2.

Alden Ames- Suite 435, Russ Bldg. SF 4.

Ivan R. Bresee - 9 Scott St SF17.

John J. Duddy- 703 Market St SF 3.

Fred Dettmering - 287 PeninsulaAve,SF 24.

SAN FRANCISCO PUBLIC LIBRARY STAFF ASSOCIATION

EXECUTIVE COMMITTEE MEETING #3

ON THURSDAY MORNING, JANUARY 11, 1951, AT 9:30 A.M., THE STAFF ASSOCIATIONS PRESIDENT, MISS EDELTRAUT RAITH, CALLED TO ORDER A JOINT MEETING OF THE EXECUTIVE AND WELFARE COMMITTEES IN THE OFFICE OF PUBLIC RELATIONS AT THE MAIN LIBRARY. ALL MEMBERS OF BOTH COMMITTEES WERE PRESENT.

IT WAS MOVED THAT THE MENUTES OF THE PREVIOUS MEETING BE DISPENSED WITH IN ORDER TO ALLOW MORE TIME FOR BUSINESS AT HAND.

THE PURPOSE OF THE MEETING WAS TO TAKE CARE OF OLD AND NEW BUSINESS AS FOLLOWS:

OLD BUSINESS

(1) SALARY INCREASE MATTERS

A BRIEF RESUMAY WAS GIVEN BY MISS RAITH OF THE WORK AND PROGRESS REGARDING MATTERS PERTAINING TO SALARY INCREASE RECOMMENDATIONS. RATHER THAN TO INCLUDE THE BRIEFING IN THESE MINUTES, IT IS SUGGESTED THAT ONE REFER TO MISS RAITH'S DETAILED "REPORT ON STAFF ASSOCIATION PROCEDURE RELATIVE TO SALARY INCREASE RECOMMENDATIONS FOR FISCAL YEAR 1951-1952" WHICH COVERS THE UP-TO-DATE DEVELOPMENTS AS DISCUSSED IN THE BRIEFING.

CONTINUED SEARCH FOR NEW AND CHANGING SALARY DATA WAS URGED. THIS INCLUDES THE INQUIRY OF SCOPE OF DUTIES AND OF SALARY INCREASE OUTLOOK FOR STATE-EMPLOYED LIBRARIANS, AS WELL AS THE FURTHER CONTACT WITH THE LIBRARY AT U. C. CONCERNING THE SAME MATTERS.

ANY ADDITIONAL MATERIAL WOULD HAVE TO BE GATHERED IN TIME TO BE PRESENTED BEFORE THE BOARD OF SUPERVISORS HEARINGS ON WAGE DATA SCHEDULED TO BE HELD BEGINNING FEBRUARY 7, 1951.

IT WAS MOVED THAT THOSE KNOWING ANY OF THE SUPERVISORS PERSONALLY CONTACT THEM IN BEHALF OF THE SALARY INCREASE PROBLEM. IT WAS FURTHER MOVED THAT THE SUPERVISORS ARE NOT TO RECEIVE A BARRAGE OF LETTERS, BUT SIMPLY ONE LETTER FROM THE STAFF ASSOCIATION STATING OUR PLEA...AN ORIGINAL COPY OF SUCH A LETTER TO EACH BOARD MEMBER. (ON AN PREVIOUS OCCASION, THE SUPERVISORS WERE SNOWED UNDER WITH LETTERS FROM STAFF MEMBERS, CAUSING THE SUPERVISORS TO BE HIGHLY ANNOYED)

MISS CULLEN IS TO ASCERTAIN FROM MR. JOSEPH ALLEN, SECRETARY TO THE LIBRARY COMMISSION, WHETHER"OTHER MEMBERS OF THE LIBRARY STAFF" IN THE SAN FRANCISCO CHRONICLE'S ARTICLE OF JANUARY 10TH (SEE CLIPPINGS) IS MEANT TO INCLUDE NON-PROFESSIONAL AS WELL AS PROFESSIONAL EMPLOYEES. IN THE EVENT THAT BOTH CLASSIFICATIONS ARE MEANT TO BE INCLUDED, MISS CALLOPY, WELFARE COMMITTEE CHAIRMAN, WILL INCORPORATE THIS NEWSPAPER ARTICLE IN THE FIRST ISSUE OF THE STAFF ASSOCIATION'S"QUARTERLY PUBLICATION" ASINDICATIVE OF LIBRARY COMMISSION'S BACKING OF OUR SALARY INCREASE PLEAS. SHOULD ONLY PROFESSIONAL STAFF MEMBERS BE MEANT TO BE INCLUDED, THE CHRONICLE ARTICLE WILL NOT APPEAR IN THE QUARTERLY PUBLICATION IN ORDER TO AVOID ANY HURT FEELINGS.

A COST OF LIVING INDEX OF CITIES IN WHICH PUBLIC LIBRARIES, FROM WHOM WE RECEIVED DATA, ARE LOCATED IS BEING USED AS SUBSTANTIATING EVIDENCE FOR SALARY INCREASE PLEA. MR. WILLIAM RAMIREX, REFERENCE DEPARTMENT, COMPILED THE MATERIAL UPON REQUEST.

(2) SECRETARY-TREASURER'S REPORT

MISS CULLEN REPORTED THAT 19 LETTERS OF INVITATION TO JOIN THE STAFF ASSOCIATION WERE SENT TO NEW STAFF MEMBERS, AS WELL AS TO OTHER PREVIOUS NON-MEMBERS. TO DATE, THERE HAVE BEEN TWO AFFIRMATIVE RESPONSES.

STAFF ASSOCIATION MEMBERSHIP DUES BECAME DELINQUENT ON JANUARY 1, 1951.

FINANCIAL STATEMENT AS OF JANUARY 1 $50.54

MR. JOSEPH ALLEN RECOMMENDED THE DOUGLAS PRINTING COMPANY (IS THIS CORRECT NAME?) FROM WHOM THE STAFF ASSOCIATION ORDERED NEW STAFF ASSOCIATION LETTERHEAD STATIONERY AND NEW STAFF ASSOCIATION MEMBERSHIP CARDS. DUE TO MR. ALLEN'S INTRODUCTION, THE STAFF ASSOCIATION RECEIVED A 25% DISCOUNT ON THESE ORDERS. MR. ALLEN WAS NOTIFIED OF THIS, AND THANKED. ADDITIONAL PAPER AND SUPPLIES WERE OBTAINED FROM MR. FRANKIVICK IN THE SECRETARY'S OFFICE.

(3) WELFARE COMMITTEE

MISS CALLOPY, CHAIRMAN, IS PLANNING TO RELEASE THE FIRST ISSUE OF THE STAFF ASSOCIATION'S QUARTERLY PUBLICATION AT THE END OF JANUARY.

(4) SOCIAL COMMITTEE

MISS RETHMEYER ADVISED THAT SHE IS TEMPORARILY WITHDRAWING AS CHAIRMAN. MR. FRANK BURKE IS TAKING OVER AS ACTING CHAIRMAN UNTIL MISS RETHMEYER'S RETURN.

THE STAFF CHRISTMAS PARTY REPORT WAS SUBMITTED BY MR. BURKE, AND FILED. THE REPORT INCLUDES A FINANCIAL STATEMENT, AS WELL AS THE VARIOUS PROBLEMS ENCOUNTERED AND THEIR SOLUTIONS. NOT MENTIONED IN THIS REPORT ARE THE INVITATIONS EXTENDED TO RECENTLY RETIRED STAFF MEMBERS TO COME TO THE CHRISTMAS PARTY: MRS. FLEMING, MISS WESTLAKE, AND MISS FREDRICKS.

MR. BURKE ADVISED THAT THE SOCIAL COMMITTEE SENT SEASON'S GREETING CARDS FROM THE STAFF TO MISS HELEN DUNNE, MISS HELEN GREENBERG, AND TO AN ERSTWHILE STAFF MEMBER, MISS LAURA DAVID. ALL HAVE BEEN ON SICK LEAVE FOR SOMETIME.

SPRING-GET-TOGETHER PLANS SHOULD BE FORMULATED, AND THE EXECUTIVE COMMITTEE ADVISED OF ANY PLANS IN PROGRESS. TEH CONCENSUS OF OPINION OF BOTH EXECUTIVE AND WELFARE COMMITTEES IS AGAINST HAVING A SPEAKER, AND THIS OPINION IS TO BE HANDED DOWN TO THE SOCIAL COMMITTEE FOR FURTHER DISCUSSION.

U.S. War Bond Raffle Series was suggested by Miss Rethmeyer at the November joint meeting. The proceeds would go toward the Staff Association's contribution for entertainment for CLA's San Francisco Convention in October. Mrs. Hugo was asked to aid Mr. Burke in setting up such a raffle at the earliest possible moment. The raffle is to begin right after release of the Quarterly Publication, which will carry an article explaining the reason for the raffle. Date of raffle set for February 15, 1951 . Thank You Notes were received by Inez Tourinzo and Ada Amartti for their resignation remembrance.

Resigned Personnel The Executive Committee ruled that resignation gifts for Mrs. John (Ada Cabiale) Ameratti and Mrs. Cinola (Florence Espinosa) be rejected. The present Constitution advocated the giving of resignation gifts after five years of service. However, our present financial status does not allow such expenditure. The previous Constitution stipulated the giving of one gift only within a two year period (and both staff members in question received wedding gifts not quite two years ago), and the Executive Committee will rest on this ruling until an appropriate amendment to the By-Laws is passed and or until the Staff Association's financial status is better than status quo. This discussion brought forth a proposed amendment to the By-Laws in effect that a Staff Member shall be recipient of one gift only within a 24 months' period (see "Proposed Amendments" below.)

Friends of the Library. Mrs. J. Henry Mohr's (Library Comvissioner) letter of thanks for the Staff Association's aid in decorating the Assembly and Commissioners' Rooms and the serving of refreshments at the Friends of the Library meeting in November 1950 was read. Miss Raith advised that she wrote a letter of thanks to Mr. Barney Moran for the part he and his men played.

(5) NEW PROPOSED HEALTH PLAN

Mr. B. A. Devine, Chairman of the New Proposed Health Plan, will be contacted relative to the latest up-to-date material which is to be included in the Staff Association's Quarterly Publication.

(6) FEDERATION OF MUNICIPAL EMPLOYEES AND CIVIL SERVICE ASSOCIATION

Mr. Frank Moitoza, Secretary of the Federation of Municipal Employees advised that the Public Library Staff Association has been conspicuous for the past years by its absence of delegates. It was moved that delegates be sent to the Federation's monthly meetings. Miss Harriet Callopy was appointed delegate. Mr. Frank Burke was appointed temporary delegate to be selected from the list of Sttaff Association Members belonging to the Federation. Mr. Moitoza will be asked to forward such a list. Delegates must be free on this evening.

The Civil Service Association's set-up does not call for delegates. The monthly meetings are open to its membership. Miss Raith says that she plans to attend a few meetings.

In answer to the feasibility of the Staff Association's joining both the Federation and the Association as an organization per se, it was pointed out that the Federation and the Association accept membership of individual persons only. The original intent of securing membership as an organization per se was to receive the publications issued by both organizations, and thus enable the

STAFF ASSOCIATION OFFICERS TO BE INFORMED ON DEVELOPMENTS PERTAINING TO ITEMS WHICH WOULD BE OF IMPORTANCE TO THE STAFF ASSOCIATION AS A WHOLE. HOWEVER, THE MAJORITY OF OFFICERS BELONG TO EITHER ONE OR THE OTHER ORGANIZATION, AND IN SOME CASES TO BOTH, AND THUS ANY INFORMATION DISPENSED BY EITHER ORGANIZATION IS AVAILABLE.

(6) PROPOSED AMENDMENTS TO THE STAFF ASSOCIATION CONSTITUTION AND BY-LAWS

THE FOLLOWING PROPOSED AMENDMENTS TO THE CONSTITUTION AND BY-LAWS WERE MOVED TO BE PRESENTED TO STAFF ASSOCIATION MEMBERS FOR VOTE BY BALLOT AND MENTION MADE OF SAME IN THE NEXT QUARTERY:

(A) THE DELETION OF "THE TERM OF OFFICE SHALL BE TWO YEARS" IN THE SECOND PARAGRAPH OF ARTICLE IV, SECTION 1 OF THE CONSTITUTION. THIS WAS OBVIOUSLY A TYPORGAPHICAL ERROR. IT HAS NO MEANING, AND IS CONTRADICTORY TO THE FIRST PARAGRAPH, IN WHICH THE SECRETARY-TREASURER'S TERM IS INDICATED AS ONE YEAR.

(B) THE ADDITION TO BY-LAW 7 OF "DEATH OF A MEMBER OF A STAFF MEMBER'S IMMEDIATE FAMILY." MRS. ELLA PAINE IN HER LETTER OF FEBRUARY 1 950, MADE THE SUGGESTION. SINCE THE NEW CONSTITUTION DID NOT BECOME EFFECTIVE UNTIL OUR TERM BEGAN IN OCTOBER 1950 MRS. HUGO, EX-PRESIDENT, TURNED THE LETTER OVER TO MISS RAITH SHORTLY AFTER SHE BECAME PRESIDENT. THIS BY-LAW WAS INCLUDED IN THE PREVIOUS CONSTITUTION.

(C) THE EXECUTIVE AND WELFARE COMMITTEES MOVED THAT THE AMOUNT EXPENDED FOR SUCH AN OCCASION...(B) ABOVE... BE LIMITED TO $5.00 SINCE THE STAFF ASSOCIATION'S PRESENT FINANCIAL STATUS DOES NOT PERMIT A LARGER SUM.

(D) AGAIN WITH THE STAFF ASSOCIATION'S PRESENT FINANCIAL STATUS IN MIND, IT WAS PROPOSED AT THIS MEETING, THAT AN AMENDMENT BE ADDED TO THE BY-LAWS BY WHICH A STAFF MEMBER SHALL NOT RECEIVE MORE THAN ONE GIFT WITHIN A 24 MONTHS' PERIOD. FURTHERMORE, AFTER THAT TIME, THE APPROPRIATION FOR A SECOND GIFT SHALL BE MADE IN ACCORDANCE TO THE NUMBER OF YEARS WORKED SINCE RECEIVING THE FIRST GIFT. THE 24 MONTH PERIOD AGREED TO BE PREFERABLE TO 3-5 YEARS.

(E) A PROPOSAL OF A FLAT RAISE OR A RAISE BASED ON A SLIDING SCALE FOR STAFF ASSOCIATION DUES WAS VOTED DOWN AT THIS MEETING.

NEW BUSINESS

(1) ALA & CLA MEMBERSHIP DRIVE

MISS CALLOPY WILL URGE ALA AND CLA MEMBERSHIPS IN THE NEXT QUARTERLY PUBLICATION. MISS ALICE TAYLOR, CHAIRMAN OF THE MEMBERSHIP COMMITTEE, GOLDEN GATE DISTRICT, ALA SUBMITTED A "BLURB" WHICH COULD BE USED IN THE QUARTERLY PUBLICATION FOR ALA MEMBERSHIP DRIVE PRUPOSES. IT WAS ADVISED THAT IN MOST INSTANCES, THE HEAD OF EACH LIBRARY SYSTEM IS RESPONSIBLE FOR CLA MEMBERSHIP DETAILS.

(2) SORT

A COPY OF OUR NEW CONSTITUTION WAS SENT FOR SORT'S RECORDS. SORT HAS ASKED ALL ITS MEMBERS TO SUBMIT THEIR STAFF ASSOCIATION CONSTITUTIONS FOR THE PURPOSE OF STUDYING SAME.

MRS. HUFO ADVISED THAT MISS DOROTHY HULT IS NOT ON SORT'S NEW

STEERING COMMITTEE. MISS HULT'S NAME WAS SUBMITTED FOR THIS POSITION DURING MRS. HUGO'S TERM OF OFFICE LAST YEAR.

(3) MR. CLARKE, CLA PRESIDENT

IT WAS MOVED THAT THE STAFF ASSOCIATION SEND MR. CLARKE A LETTER CONGRATULATING HIM UPON BECOMING CLA PRESIDENT ON JANUARY 1ST. THE LETTER IS ALSO TO OFFER THE STAFF ASSOCIATION'S SERVICES FOR THE CLA CONVENTION IN SAN FRANCISCO NEXT OCTOBER.

(4) PROCEDURE MANUAL

THIS YEAR'S COMMITTEES HAVE ENCOUNTERED VARIOUS PROBLEMS FOR WHICH NO SOLUTIONS WERE FOUND IN PREVIOUS STAFF ASSOCIATION RECORDS. HERETOFORE, THE CONSTITUTION HAD PROVIDED THAT ONE PERSON FROM EACH COMMITTEE SERVE ON THE SAME COMMITTEE AS HOLDOVER AND GUIDING HAND DURING THE ENSUING TERM. THE NEW CONSTITUTION (OCTOBER 1950) DOES NOT MAKE SUCH A PROVISION, EXCEPT IN THE CASE OF THE EXECUTIVE COMMITTEE.

THE LACK OF RECORD HAD BROCED PRESENT COMMITTEE MEMBERS TO CONTACT MAY STAFF MEMBERS TO ASCERTAIN PREVIOUS ACTION TAKEN ON LIKE PROBLEMS AS ENCOUNTERED BY US. ON TOO MANY INSTANCES, REASONS AND ANSWERS WERE VAGUE.

TO AVOID FURTHER EMBARRASSMENT, AND CONFUSION, MISS RAITH SUGGESTED JOTTING DOWN ALL PROBLEMS (AND THEIR SOLUTIONS) CONFRONTED BY THE 1950-1951 STAFF ASSOCIATION COMMITTEES, AND TURNING SAME OVER TO OUR SUCCESSORS, WHO WOULD UNDOUBTEDLY MAKE THEIR ADDITIONS AS THEY ENCOUNTER PROBLEMS WHICH WE DID NOT. MISS CALLOPY SUGGESTED THAT THIS PROCESS BE ENVELOPED INTO A PROJECT WHICH WOULD ULTIMATELY, NOT NECESSARILY WITHIN OUR TERM, TAKE THE FORM OF A STAFF ASSOCIATION PROCEDURE MANUAL.

IT WAS MOVED TO DISCUSS THE DETAILS OF A PROCEDURE MANUAL AT A LATER DATE. IN THE MEANWHILE, ALL PROBLEMS AND THEIR SOLUTIONS WILL BE RECORDED IN MINUTE DETAIL FOR EVENTUAL COMPILATION TOWARD THE EXPIRATION OF OUR TERM.

(5.) MISCELLANEOUS

IT WAS NOTED THAT ON OCTOBER 31, 1950, THE SAN FRANCISCO EXAMINER CARRIED AN ARTICLE LISTING THE NEW EXECUTIVE COMMITTEE MEMBERS WHO WERE INAUGURATED AT THE 22ND ANNUAL MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY STAFF ASSOCIATION. THE NORTH BEACH NEIGHBORHOOD PAPER , LITTLE CITY NEWS'S ARTICLE OF OCTOBER 26, 1950 MENTIONED THAT THE NEW STAFF ASSOCIATION PRESIDENT IS THE ASSISTANT AT THE NORTH BEACH BRANCH OF THE PUBLIC LIBRARY.

THE STAFF ASSOCIATION COMMITTEES ARE DESIROUS OF HAVING A STAFF ASSOCIATION OFFICE IN WHICH ITS EQUIPMENT COULD BE HOUSED. TEH OFFICE WOULD ALSO SERVE AS A PLACE FOR COMMITTEE MEETINGS. IN VIEW OF THE FORTHCOMING CLA CONVENTION, A STAFF ASSOCIATION OFFICE WOULD LEND AID, AS WELL AS ADD PRESTIGE. AT PRESENT, THE STAFF ASSOCIATION DESK IS HIDDEN BENEATH DEBRIS BURING THE ALTERATION OF THE BRANCH DEPT. AND THE CONSTRUCTION OF THE NEW RETURN DESK ON THE FIRST FLOOR. THE SUBJECT OF A STAFF ASSOCIATION OFFICE MAY BE DISCUSSED WITH MR. CLARKE AT A LATER DATE.

THE MATTER OF ASKING MR. ALLEN ABOUT THE POSSIBILITY OF HAVING LOCKS INSTALLED ON ALL STAFF ASSOCIATION DESK DRAWERS HAS BEEN POSTPONED FOR THE TIME BEING.

AS THERE WAS NO FURTHER BUSINESS, THE MEETING WAS ADJOURNED AT 11 P.M.

RESPECTFULLY SUBMITTED,

Verna Gullane

January 16, 1951

Mrs. Ella Paine
Anza Branch
San Francisco Public Library

Dear Mrs. Paine:

Your letter of February 28, 1950, addressed to Mrs. Beatrice Hugo, last year's Executive Committee Chairman, was referred to me.

At a joint meeting of the Executive and Welfare Committees held on January 11, 1951, your letter, suggesting that to By-law 7 of the Constitution be added "Death of an immediate member of the family of a staff member", was read and discussed.

It was moved that, in accordance with Article VII of the Constitution, this, as well as other propositions presented "be presented in writing to members of the Staff Association two weeks before Balloting". Unfortunately, a great percentage of previous members are still delinquent in the matter of dues. In view of this, it was moved that action on the proposed amendments be postponed for a short while.

Thank you very much for your letter and suggestion.

Sincerely,

Edeltraut Raith, President

January 16, 1951

Mr. Laurence J. Clarke
City Librarian
San Francisco Public Library
Civic Center
San Francisco 2, California

Dear Mr. Clarke:

The Staff Association extends its heartiest congratulations and best wishes to you in behalf of your becoming President of the California Library Association. We are proud that our City Librarian is at CLA's helm.

Needless to say, we are pledging our wholehearted support in any matter in which we might be of assisatnce to you. In view of CLA's convention taking place in San Francisco this year, we would like you to know that we will be only too glad to offer our services in any way possible. Please do not hesitate to call on us at any time.

Again, congratulations and best wishes for a successful year!

Sincerely,

Edeltraut Raith, President

SAN FRANCISCO PUBLIC LIBRARY
CIVIC CENTER, SAN FRANCISCO 2

OFFICE OF CITY LIBRARIAN

January 19,1951

Miss Edeltraut Raith, President
San Francisco Public Library Staff Association
Civic Center
San Francisco 2, California

Dear Miss Raith:

May I express to you my sincere appreciation for your congratulatory note on my assuming the Presidency of the California Library Association. I am indeed looking forward to a great deal of assistance from the members of the staff during my term of office as President and particularly so because San Francisco has been chosen the convention city for 1951. As you know and as all staff members know that the success of the convention depends entirely upon the efforts of the library in the convention city.

We have had a great deal of experience in the past with the American Library Association and California Library Association meetings here and the success of those conventions as always has always been attested to by those in attendance. The only reason for that success was the wholehearted cooperation of the members of the staff of the San Francisco Public Library,in fact they had to carry the ball all the way.

Thank you again for your kind expression.

Yours very truly,

L.J. Clarke,
City Librarian

LJC:gh

BOARD OF
DIRECTORS
MAN A. BAKER
PRESIDENT
MAN A. BAKER
RK DEPARTMENT
ERT F. BEST
ATER DEPARTMENT
RGE W. CUNIFFE
ALTH DEPARTMENT
N M. DEAN
STRICT ATTORNEY
EPH F. KELLY
BLIC WORKS DEPT.
EN L. KILKEARY
RE DEPARTMENT
EPH A. MURRAY
LICE DEPARTMENT
ES J. O'BRIEN
UNICIPAL RAILWAY
HARD J. RYALL
ARD OF EDUCATION

A. S. KEENAN, M. D.
MEDICAL DIRECTOR

JOHN M. DEAN
COUNSEL

ZELLA B. HAYNES
SECRETARY

HEALTH SERVICE SYSTEM

CITY AND COUNTY OF SAN FRANCISCO
61 GROVE STREET, SUITE 305
SAN FRANCISCO 2, CALIFORNIA
HEMLOCK 1-7100

The first meeting of the special committee of the HEALTH SERVICE BOARD with delegates of employee groups to discuss possible changes in health coverage of Plan I of the Health Service System, will be held in the

HEALTH CENTER Auditorium
Room 300
101 Grove Street

THURSDAY EVENING, APRIL 26th, at 8:00 o'clock.

We hope you will be present early and will take an active part in the discussions.

Yours very truly,

HEALTH SERVICE BOARD

Norman A. Baker

NAB:h

Norman A. Baker, President

REPORT OF THE

ANNUAL JANUARY PUBLIC HEARING OF THE

H E A L T H S E R V I C E B O A R D

JANUARY 23, 1951

On the evening of January 23, 1951, the Annual January Public Hearing of the Health Service System was held by the Health Service Board as prescribed by Charter. The Staff Association's represenattive was Miss Edeltraut Raith, whose notations below cover the main points of the meeting as brought up by the Health Service Board, the New Proposed Health Plan group, and by various interested persons in the audience.

The Health Service Board Chairman asked for criticisms concerning the present system. As there were no criticisms forthcoming at this time, the Chairman asked Dr. A.S. Keenan, Medical Director of the Health Service System, to give a report. Dr. Keenan advised that the System is going along in a normal way, that the over-100 Panel doctors are satisfied with the existing fee schedule, and that the administrative cost for the past year was a slight bit over its usual 10%. Dr. Keenan then reviewed the procedure pursued by Health Service System's members of submitting their doctor bills to the System for the purpose of reimbursement. Also reviewed was the System's method of payment, i.e., to Panel doctors, to non-Panel doctors, to members for submitted doctor bills (which are paid according to the System's fee schedule), and for administrative costs. His closing remarks centered about what he termed the "bad feature" of the New Proposed Health Plan, i.e., that the first and second doctor visits are to be paid by the patient rather than by the New Plan Group. He pointed out that this feature is bad in that it could be a costly one to the patient, monetarily speaking. Doctors, he stated, can ask as high a fee as they deem fit, depending on the complications at arriving at a diagnosis and the resultant treatment prescribed. Therefore, consulting a doctor of free choice and being obligated to pay the fee he requests for the first two visits cannot be compared with or cannot compete with the benefits obtained by belonging to the Health Service System's Panel doctor group under Plan No.1, whereby the first two visits to a doctor on the Panel are taken care of by the System, as are the treatments in accordance with the fee schedule.

The various groups composing the Health Service System were quickly reviewed, and they are as follows: Plan No.1, which is comprised of two groups, namely, the Panel group to whose doctors one may go and be taken care of for nothing in many cases, and the Indemnification group (non-Panel) in which members consult the doctors of their choice and pay a pro rata of the doctor's bill, said pro rate being promulgated in accordance with the System's fee schedule; the Permanente Plan; and, the Dr. Harris Plan. More city employees belong to the Indemnification Plan of Plan No.1 than belong to the Panel Group of the same plan. The cost to the administration is the same for both groups in Plan No.1. The cost to the employee belonging to the Indemnification group is more than that of the employee belonging to the Panel group, since the former must pay prorated bills, while the latter pays nothing or very little. Permanente and Dr. Harris Plans are also known as Plans 2 & 3, respectively.

Despite the fact that retired members pay $4.90 per month as against the active member's $3.90 per month, the retired members' contribution to the Health Service System does not cover the expenses incurred by them. Since the retired members "don't pay for themselves", there is a deficit in their pool. The three plans presently operating under the Health Service System bear the burden of making up this deficit, but not in equal proportions. Plan No.1 is bearing the greatest burden, because the majority of retired members belong to this plan. When asked what effect the increase in rate to $4.90 for retired members had on the deficit, the Board was not able to give any figures, nor were they even able to give a rough estimate.

The Board did not give an annual report, nor had it even prepared one. The audience was told that the System operates on a month to month basis, and did not compile monthly figures into an annual basis. And yet, when asked for monthly figures, the Board had on hand only October figures, and these were incomplete. The Board stated that the firgures are on file in the Health Service System's office, and since the meeting had to be held in the auditorium of the Health Center, rather than in or near the System's office, the Board did not have any figures available at the time of the meeting.

* * *

The next item on the agenda was the New Proposed Health Plan discussion. The New Plan group rebuffed the Health Service Board for not having rendered committee reports on the progress made in going over the policy and the contract of the New Plan. The New Plan group pointed out that the Board has the responsibility to give full hearing, and that the Board has had the New Plan's material in hand for ninety days, thirty days beyond the time prescribed by the Charter for Board action. In answer to this complaint, the Health Service Board stated that the New Plan contract would have to be submitted in its entirety before complete action could be taken. The Board also pointed out that there are some discrepancies which would have to ironed out before the contract could be considered passable.

One speaker said that over 4000 signatures had been received ... over 4000 city employees are interested in the New Plan. The Board argued that this did not necessarily mean that over 4000 persons would join the New Plan if and when instigated. The Board argued further, that, as the insurance representative who spoke in behalf of the New Plan had pointed out, 75% of the (some 20,000) members of the present Health Service System would have to belong to the New Plan before the insurance company which would underwrite the New Plan could do so. And yet, the New Plan group presents its plan as an optional and additional one to the present System.

In regard to the fact that the New Plan would pay doctor visits after the first two visits had been made, the New Plan group stated that one cannot provide a Utopia for those who are constant doctor-goers; the New Plan is to be for down-and-outers who require much medical attention for one illness... the incident of illness will determine the doctor's (of free choice) charge for the first two visits, and if continued visits and treatment are in order, then the New Plan would pay the expenses as per its schedule for visits other than the first two.

When asked if the New Plan could gaurantee an unchangable rate for a period of five years, the interrogator was told that it is possible,

but the rate would be a prohibitive one. By way of arguement, it was stated that not even the Health Service System would be able to make such a guarantee, because the determination of a rate depends on the general cost of living rates prevailing, the cost of operating any business or plan, the cost of doctor bills to be paid out, etc.

Mr. Norbert Cronin, insurance advisor to the New Plan group, was asked about his previous experience in regard to planning, starting, and directing new insurance plans. He told the Board that he headed twenty-five plans which have operated over a year, and four plans which have operated longer ... all twenty-nine plans are in operation. The Board felt that a little over one year's experience is not time enough on which to base any conclusion regarding the success Mr. Cronin would or might have directing the New Plan if approved by the Board. In answer to this statement, Mr. Cronin replied that it is a well known fact that the first year is always the toughest, and if that first year can be surmounted, the following years are usually sure to be successful ones.

At this point, Dr. Yoel (spelling?) (one of the doctors who did not go on strike against the Health Service System several years ago) was introduced by one of the persons in the audience. Dr. Yoel spoke in favor of an insurance indemnification plan as compared to the present plans under the Health Service System. He spoke at length about the meaning of insurance, and also the benefits of belonging to a health group which operates under insurance principles. As he said, the insurance system is used as a mathematical instrument ... there is sufficient reserve to back the contract to the last day. He remarked that the Health Service System does not operate in this manner - that is, it is assumed that it doesn't - we really don't know, because there have been no financial reports from the System for the past years, as previously stated in this report. Dr. Yoel feels that the free choice of doctor is a very attractive item of the New Plan.

Mr. Carberry suggested that anyone interested in the New Plan's complete prospectus and progress reports contact Mr. Daniel Mattrocc, Secretary of the New Plan Group, at the Civil Service Commission in the City Hall.

* * *

Before the meeting adjourned shortly after 11:00 P.M., it was asked if it is at all possible to revise the present system whereby all doctor bills under $25.00 must be paid and receipted before they can be submitted to the Health Service System for reimbursement purposes. The Board said that there is no reason why such a revision could not be made. The original intent of the System was to cut down on bookkeeping procedure by making out only one check per month instead of otherwise possibly having to resort to petty-check-writing.

* * *

Respectfully submitted,

Edeltraut Raith

January 27, 1951

Mr. Stuart Boland
Executive Committee
Ocean View Branch
San Francisco Public Library

Dear Stuart:

As per our telephone conversation of last Wednesday evening, I am herewith sending material concerning the proposed amendments which were discussed at the joint meeting of the Executive and Welfare Committees on January 11, 1951. As CLA's Parliamentarian, you should find the chore of converting the issues into legal form well suited to you.

The Executive Committee leaves the manner in which you wish to proceed to your discretion with the reservation that the Committee is to check through the material with you and make any necessary changes if they are deemed fit. If you have any points to add, by all means, please do so. By way of suggestion, it might be a good idea to follow the procedure used by our municipal government. It would seem that there are three steps involved in dealing with proposed amendments, namely:

(1) setting up the proposed amendments, preferably with "pro and con" blurbs where applicable, for the Staff Association members' review. This step would be in accordance with our Constitution's Article VII.

(2) setting up of proposed amendments in ballot form for voting purposes.

(3) the affixing of passed amendments to the Constitution.

The following is a resumay of the discussion concerning the proposed amendments. It is taken from notations made at the joint meeting, and will serve to refresh your mind in the items discussed.

AMENDMENT NO.1. The sentence "The term of office shall be two years" as shown under Article IV, No.1, should be deleted. It has no meaning, and is therefore superfluous. This sentence is paragraphed under the duties of the Secretary-Treasurer whose term of office is not two years, but one year, as clearly stated in the first sentence under Article IV, No.1, Executive Committee. A "yes" or "no" vote is required.

AMENDMENT NO.2. Add to By-law No.7 "Death of an immediate member of a staff member's family" with the stipulation that "the amount expended shall not exceed $5.00". As pointed out in the communication of the staff member who suggested this addition, the custom of sending an expression of sympathy prevails in most firms and organizations. The Executive and Welfare Committees moved that the amount appropriated for such expressions be limited to not more than $5.00. Our present financial status does not permit the spending of a larger sum. A "yes" or "no" vote is required.

AMENDMENT NO.3. An added By-law, which, if passed, will become By-law 13. "A staff member shall be recipient of not more than one gift within a period of 24 (twenty four) months". Again with the financial aspect in mind, you might point out in your blurb that it is necessary for such an amendment to be added to the Constitution. Until now, the question has been settled at the discretion of each Executive Committee for lack of a rule in regard to this matter. A "yes" or "no" vote is required.

I know that your time is well taken up these days with speech-making, etc; however, I feel sure that a month will allow you ample time in which to accomplish the work entailed. I would appreciate your submitting the material at your earliest convenience, but, please, no later than February 28th.

Thank you for your willingness to undertake this chore.

Sinderely,

Edeltraut Raith, President

COPY

Submitted by.... Stuart M. Boland, Parliamentarian
& Executive Committee.

PROPOSED AMENDMENTS TO THE CONSTITUTION AND BY-LAWS OF THE SAN FRANCISCO PUBLIC LIBRARY STAFF ASSOCIATION.

AMENDMENT TO CONSTITUTION No. 1. TO ARTICLE IV.

ARTICLE IV Paragraph 2. Reads.
" The Secretary-Treasurer shall keep Minutes and collect Dues. The term of Office shall be two years""

PROPOSED AMENDMENT: The sentence "term of office shall be two years, has no meaning because in Paragraph I of Article IV the term of office is distincetly stated to be ONE YEAR , therefore this sentence should be deleated, as contradictory and without meaning.

AMENDMENT TO BY LAWS.

Amendment No. 1, By-Law No. 7.
This By-Law reads "The occasions on which the Staff Associati shall send a suitable expression, are;

(a) Marriages.
(b) Death of a Staff Member.
(c) Resignation after five years.
(d) Retirements.

It is proposed to add to this By-Law No. 7:

(e) Death of an immediate member of a Staff Member's family.
(f) In all cases, the amount expended shall not exceed $5.00.

Amendment No. 2. By-Law No. 8.

It is the opinion of the As-sociation's Parliamentarian that it more logical to add to this By-Law, which relates to Staff Expenditures for Staff Members Gifts, a second Section , designated as (B), which shall read -

" A Staff Member shall be the recipiant of not more than one gift within a period of twenty-four months"

This course will obviate the necessity of a seperate By-Law, at the end of the ⟶ existing By-Laws.

NOTE: These two proposed Amendments are motivated by the fact that our present financial status does not permit the
(1) spending of larger sums.

(2) To provide a rule which will releave each Executive Committee of the necessity and burden of settling such questions as they may arise.

January 29, 1941

Mr. Daniel Mattroce
Secretary, Committee to Improve
the Health Service System
Civil Service Commission
City Hall
Civic Center
San Francisco 2, California

Dear Mr. Mattroce:

At the Annual Meeting of the Health Service Board on last January 23rd, Mr. Carberry suggested that persons interested in up-to-the-minute information regarding the New Proposed Health Plan get in touch with you.

I would like to be in a position to give the members of our staff who are interested in the new plan the latest developments as they occur. I have quite a bit of material on file, but I would, nevertheless, appreciate receiving your complete prospectus, and also your progress reports as you release them.

Thank you for your attention in this matter.

Sincerely,

(Miss) Edeltraut Keith, President

San Francisco Public Library Staff Association

CIVIC CENTER

SAN FRANCISCO 2, CALIFORNIA

Feb 8, 1951

Subject: Report on suitable remembrance in connection with death of member of the Immediate family of a Staff member.

To: The Executive Committee.

1. Staff Member: Miss Betty Rethmeyer.
Family relation: Stepfather - deceased on or about Feb. 3, 1951.

2. Remembrance: Donation "In Memoriam" to American Cancer Society, for $5.00, as per enclosed letter. Action completed Feb.8, 1951.

3. Comment:

The present Constitution does not endorse the above action in the By-Laws. Neither does it invalidate it, The immediately preceding Constitution provided for the action taken above.

Pursuant to a consultation with the Executive Committee, the Social Committee followed the above action, since it was apparently in keeping with Staff Tradition, and had not been indicated in the new Constitution, not through design - but through apparent oversight.

Respectfully Submitted,

Francis P. Burke

Francis P. Burke,
Acting-Chairman,
Social Committee.

2 Encls.
Receipt for Postal note - $5.00
Ltr. Transmittal of Postal note.

XX
XXXX
P.S. Financial Statement on above.
$5.00 donation --taken from Staff cash box
$0.08 (8cents) --cost of Postal note--still owing to F.Burke
$0.03 --postage -- " " " " " " "

Total disbursement:
$5.11

FB
FPB

San Francisco Public Library Staff Association
CIVIC CENTER
SAN FRANCISCO 2, CALIFORNIA

February 8, 1951.

The American Cancer Society:
467 O'Farrell St.,
San Francisco, Calif.

Dear Sirs:
Please accept the enclosed amount of $5.00 for Cancer Research. This is in memory of Mr. Robert Grunnelle, lately deceased, stepfather of Miss Betty Rethmeyer, Librarian, of 1215 - 33rd Ave., San Francisco.

This amount is donated through the sympathy of the San Francisco Public Library Staff Association, of which Miss Rethmeyer is a member.

Sincerely Yours,

Francis P. Burke,
Social Committee,
SFPLSA.

1 Encl- Postal note ($5.00)

American Cancer Society

California Division

✣

GRATEFULLY ACKNOWLEDGES YOUR CONTRIBUTION IN MEMORY

OF Mr. Robert Greunselle

A CARD HAS BEEN SENT TO Miss Betty Rethmeyer

YOUR GIFT WILL HELP IN CARRYING ON OUR WORK OF RESEARCH, EDUCATION AND SERVICE.

Date

AMERICAN CANCER SOCIETY

gratefully acknowledges receipt of $

as a contribution toward the support of its work.

№ 31038

IN MEMORY OF:

name

address

city San Francisco zone

Contributions are deductible for income tax purposes.

AMERICAN CANCER SOCIETY
San Francisco County Branch
467 O'Farrell Street, San Francisco 2

by:

AMERICAN CANCER SOCIETY

SAN FRANCISCO COUNTY BRANCH

467 O'FARRELL STREET SAN FRANCISCO 2, CALIFORNIA

A Gift to the Remembrance Fund

From.....
(NAME OF DONOR)

.....
(ADDRESS)

In Memory of.....
(NAME IN FULL)

In Honor of.....
(NAME IN FULL)

Send Remembrance Card to.....
(NAME)

.....
(ADDRESS)

Amount of check enclosed $.....

64,783,019

$	Cents
5	#

PURCHASER'S RECEIPT

Detach and hold. Claim cannot be considered or payment traced without this receipt.

Issuing Office

SAN FRANCISCO PUBLIC LIBRARY

February 16, 1951.

Subject: Bond Raffle in connection with raising funds incidental to the coming CLA convention.

To: The Executive Committee.

A bond for 25.00 was raffled on Feb 15, 1951. The winner was Jennie Lim. She was presented with the bond on Feb. 16th. The cost of the bond was 18.75. The profit realized was 6.00. The latter amount was placed in the Staff Association cash box in the Library safe. The chances on the bond were sold at the rate of 2 for 25 cents. Slightly less than 200 chances were sold.

Respectfully Submitted,

Francis P. Burke

Francis P. Burke
Acting Chairman
Social Committee

P.S. Miss Rethmeyer has now returned to the active chairmanship of the Social Committee.

There will be a Bond Raffle on Feb.15th.

Chances are 2 for 25¢

Mr. O'Brien will take the list of numbers around to the Branches the week of January 22nd.

Frank Burke

[illegible] 25.00 BOND RAFFLE

JENNIE LIM
Reference Dept.

SAN FRANCISCO PUBLIC LIBRARY

February 16, 1951.

Subject: Bond Raffle in connection with raising funds incidental to the coming CLA convention.

To: The Executive Committee.

A bond for 25.00 was raffled on Feb 15, 1951. The winner was Jennie Lim. She was presented with the bond on Feb. 16th. The cost of the bond was 18.75. The profit realized was 6.00. The latter amount was placed in the Staff Association cash box in the Library safe. The chances on the bond were sold at the rate of 2 for 25 cents. Slightly less than 200 chances were sold.

Respectfully Submitted,

Francis P. Burke

Francis P. Burke
Acting Chairman
Social Committee

P.S. Miss Rethmeyer has now returned to the active chairmanship of the Social Committee.

FB
FB

THE WINNER OF THE 25.00 BOND RAFFLE

JENNIE LIM
Reference Dept.

SAN FRANCISCO PUBLIC LIBRARY

Anza Branch

February 28, 1950

Mrs. Beatrice Hugo, Chairman
S.F.Public Library Staff Association

Dear Mrs. Hugo:

May I suggest that to No. 7 of the By-Laws of the Constitution of the San Francisco Public Library Association, "occasions on which, etc.", be added "death of an immediate member of the family of a staff member."

This custom prevails in most firms and organizations and as one who has received beautiful floral offerings on five occasions, I know how much I and my family appreciated the sympathy of the staff.

Sincerely yours,

Ella Caine

City Librarian, to the annual convention of the American Library Association.

This procedure has been approved for the past several years by the Library Commission. The established precedent has been of professional value to the staff, and has also given prestige to the standing of the Library.

May we ask your cooperation in presenting this request to the proper authorities for their approval?

Sincerely,

(Miss) Versa Cullen, Secretary
San Francisco Public Library
Staff Association

March 6, 1951

Mr. Laurence J. Clarke
City Librarian
San Francisco Public Library
Civic Center
San Francisco 2, California

Dear Mr. Clarke:

The time has once more come to bring to your attention the matter of sending a staff delegate, in addition to the City Librarian, to the annual convention of the American Library Association.

This procedure has been approved for the past several years by the Library Commission. The established precedent has been of professional value to the staff, and has also given prestige to the standing of the Library.

May we ask your cooperation in presenting this request to the proper authorities for their approval?

Sincerely,

(Miss) Versa Cullen, Secretary
San Francisco Public Library
Staff Association

SAN FRANCISCO PUBLIC LIBRARY
CIVIC CENTER, SAN FRANCISCO 2

E OF THE SECRETARY

March 8, 1951

Miss Versa Cullen, Secretary
San Francisco Public Library
Staff Association
3140 - 21st Street
San Francisco, California

Dear Miss Cullen:

Your letter dated March 6, 1951, was referred to the Library Commission at its meeting held March 6, 1951.

It is with pleasure that I inform you that the Library Commission has granted the request of the Staff Association to send a staff delegate to attend the American Library Association Convention in Chicago, July 8-14, 1951.

Yours very truly,

Secretary

March 23, 1951

Mr. George D. Hart, President
Library Commission
San Francisco Public Library
Civic Center
San Francisco 2, California

Dear Mr. Hart:

The members of the Library Staff Association wish to express their thanks for your letter of March 8th, in which it is advised that the Library Commission has approved the matter of sending a delegate, in addition to the City Librarian, to the annual convention of the American Library Association in Chicago next July 8-14, 1951.

Many thanks to you and your Commission for approving this official representation. This opportunity will be of benefit not only to the Staff delegate, who will have the privilege of witnessing the convention proceedings at first hand, but also to the general Staff, who will surely profit by the Staff delegate's written report of these proceedings.

Sincerely,

(Miss) Versa Cullen, Secretary
Staff Association
San Francisco Public Library

March 23, 1951

Mr. Laurence J. Clarke
City Librarian
San Francisco Public Library
Civic Center
San Francisco 2, California

Dear Mr. Clarke:

We wish to thank you and the Library Commission for your efforts in behalf of the library staff relative to the recent approval of a delegate, in addition to the City Librarian, to the annual convention of the American Library Association to be held in Chicago next July 8-14, 1951. It is good news indeed, that the continuance of the established precedent has again been endorsed.

May we ask that the selection of the staff delegate be made known at an early date, so that the delegate may attend to the necessary travel and hotel reservations?

For your information, we are attaching hereto a copy of our letter of appreciation to the Library Commission.

Sincerely,

(Miss) Versa Cullen, Secretary
Staff Association
San Francisco Public Library

Miss Barbara Gibson
Miss Dell Lee Clark
[illegible] to A.L.A.
[illegible]

ARD OF
RECTORS
N A. BAKER
RESIDENT

N A. BAKER
DEPARTMENT
T F. BEST
DEPARTMENT
E W. CUNIFFE
H DEPARTMENT
M. DEAN
CT ATTORNEY
F. KELLY
WORKS DEPT.
L. KILKEARY
EPARTMENT
A. MURRAY
DEPARTMENT
J. O'BRIEN
IPAL RAILWAY
RD J. RYALL
OF EDUCATION

HEALTH SERVICE SYSTEM

CITY AND COUNTY OF SAN FRANCISCO
61 GROVE STREET, SUITE 305
SAN FRANCISCO 2, CALIFORNIA
HEMLOCK 1-7100

A. S. KEENAN, M. D.
MEDICAL DIRECTOR

JOHN M. DEAN
COUNSEL

ZELLA B. HAYNES
SECRETARY

March 2, 1951.

TO ALL ORGANIZATIONS EMBRACING
EMPLOYEES OF THE CITY AND
DEPARTMENT OF EDUCATION:

Gentlemen:

The Health Service Board, at its regular February meeting, unanimously adopted a motion to request that your organization appoint one person who is a member of the Health Service System to act as delegate for your group at meetings with a special committee of the Health Service Board and delegates from other organizations, to discuss possible changes for the improvement of Plan I. The Board is desirous of securing a concensus of opinion from the membership as to possible changes and new ideas on service.

Will you please notify the Health Service Board of the name of your delegate and provide him or her with proper credentials?

Yours very truly,

HEALTH SERVICE BOARD

Norman A. Baker

Norman A. Baker, President

March 14, 1951

Mr. Norman A. Baker, President
Health Service Board
61 Grove Street, Suite 305
San Francisco 2, California

Dear Mr. Baker:

In response to your letter of March 2, 1951, the San Francisco Public Library Staff Association's Executive Committee has appointed Miss Marion McCarthy as delegate for meetings with a special committee of the Health Service Board and delegates from other organizations in connection with your plans to procure possible changes and new ideas on service.

Miss McCarthy has the necessary credentials, and will provide you with same upon your request.

Sincerely,

(Miss) Edeltraut Raith, President
Staff Association
San Francisco Public Library
San Francisco 2, California

March 14, 1951

Miss Marion McCarthy
Periodical Department
San Francisco Public Library
Civic Center
San Francisco 2, California

Dear Miss McCarthy:

I herewith wish to confirm our telephone conversation of yesterday in which you accepted the Staff Association Executive Committee's appointment as delegate to the meetings which the Health Service Board is planning for the purpose of bettering the present Plan I as well as services in general.

Enclosed is a copy of the Board's letter dated March 2nd, explaining the program in mind. I have already advised the Board in writing regarding your appointment as delegate.

This letter, together with both your Staff Association and your Health Service membership cards, should provide you with the necessary credentials.

Pending Librarian's Office approval, a memo will be sent to all departments at the Main and to all branches asking that suggestions regarding the Health Service System be submitted to you so that you may take these up at the meetings.

May we look forward to a final report on your mission for our records?

Thank you for accepting the appointment.

Sincerely,

Edeltraut Raith, President

March 14, 1951

The Health Service Board is desirous of securing a concensus of opinion from the membership as to possible changes for the improvement of Plan I and new ideas on service.

The Staff Association's Executive Committee has appointed Miss Marion McCarthy as delegate for meetings with a special committee of the Health Service Board and delegates of other organizations.

Please communicate with Miss McCarthy regarding any suggestions or criticisms you would like her to present ~~before~~ at the forthcoming special Health Service meetings.

Dear Bea,

Please secure permission from the Librarian's Office before going ahead with the above memorandum. If you get an okay, please thank Miss Murphy for the time involved in mimeographing, etc. A copy to each branch and to each department at the Main should suffice.

Many thanks

-Sid

ARD OF
RECTORS
AN A. BAKER
RESIDENT
AN A. BAKER
DEPARTMENT
T F. BEST
R DEPARTMENT
E W. CUNIFFE
TH DEPARTMENT
M. DEAN
ICT ATTORNEY
H F. KELLY
C WORKS DEPT.
L. KILKEARY
DEPARTMENT
H A. MURRAY
E DEPARTMENT
J. O'BRIEN
CIPAL RAILWAY
RD J. RYALL
D OF EDUCATION

A. S. KEENAN, M. D.
MEDICAL DIRECTOR

JOHN M. DEAN
COUNSEL

ZELLA B. HAYNES
SECRETARY

HEALTH SERVICE SYSTEM

CITY AND COUNTY OF SAN FRANCISCO
61 GROVE STREET, SUITE 305
SAN FRANCISCO 2, CALIFORNIA
HEMLOCK 1-7100

March 22, 1951

Miss Edeltraut Raith, President
Staff Association
San Francisco Public Library
San Francisco 2

Dear Miss Raith:

Thank you for your letter of March 14, 1951 announcing the appointment of Miss McCarthy as

March 16, 1951

The Health Service Board is desirous of securing a concensus of opinion from the membership as to possible changes for the improvement of Plan I and new ideas on service.

The Staff Association's Executive Committee has appointed Miss Marion McCarthy as delegate for meetings with a special committee of the Health Service Board and delegates of other organizations.

Please communicate with Miss McCarthy regarding any suggestions or criticisms you would like her to present at the forthcoming special Health Service meetings.

Executive Committee

OARD OF
IRECTORS
AN A. BAKER
PRESIDENT
AN A. BAKER
DEPARTMENT
RT F. BEST
R DEPARTMENT
GE W. CUNIFFE
TH DEPARTMENT
M. DEAN
ICT ATTORNEY
H F. KELLY
IC WORKS DEPT.
L. KILKEARY
DEPARTMENT
H A. MURRAY
E DEPARTMENT
J. O'BRIEN
CIPAL RAILWAY
RD J. RYALL
D OF EDUCATION

A. S. KEENAN, M. D.
MEDICAL DIRECTOR

JOHN M. DEAN
COUNSEL

ZELLA B. HAYNES
SECRETARY

HEALTH SERVICE SYSTEM

CITY AND COUNTY OF SAN FRANCISCO
61 GROVE STREET, SUITE 305
SAN FRANCISCO 2, CALIFORNIA
HEMLOCK 1-7100

March 22, 1951

Miss Edeltraut Raith, President
Staff Association
San Francisco Public Library
San Francisco 2

Dear Miss Raith:

Thank you for your letter of March 14, 1951 announcing the appointment of Miss McCarthy as delegate. We are writing Miss McCarthy that when we have replies from the majority of the organizations - probably late in April - we will advise her of the date of the initial meeting.

Cordially yours,

Norman A. Baker

Norman A. Baker, President
HEALTH SERVICE BOARD

ZBH:mh

Executive Committee
Staff Association
San Francisco Public Library

I wish to notify you of my temporary resignation as a member of the Welfare Committee of the Staff Association of the San Francisco Public Library due to my taking a six months leave of absence to be effective March 16, 1951 to September 16, 1951.

Sincerely yours,

Edith Oberhand

I made the reason for your temporary resignation known to the Executive Committee, whereupon said resignation was accepted.

We wish you well, and are looking forward to hearing from you upon your return on September 16, 1951. In the meantime, Mr. William Ramirez has been appointed to fill the temporary vacancy.

Sincerely,

Edeltraut Raith, President
Staff Association
San Francisco Public Library

March 14, 1951

Mr. Frank Moitoza, Jr., Secretary
Federation of Municipal Employees
995 Market Street
San Francisco 3, California

Dear Mr. Moitoza:

Many thanks for the list of Federation members who are employed in the Public Library.

At our last Staff Association Executive Committee meeting, I had the pleasure of advising the members that our delegate Miss Harriet Calloway had been selected to fill the vacancy on the Federation's Board of Directors. Needless to say, we are very happy that the Public Library is represented on your Board, and we feel certain that you will find Miss Calloway to be an attribute to the Board.

Miss Barbara Stevens has been appointed to serve as the Staff Association's alternate delegate. Miss Stevens, now an X20 Librarian, has previously been on the Staff Association's Executive Committee numerous times.

Sincerely,

(Miss) Edeltraut Raith, President
Staff Association
San Francisco Public Library
San Francisco, California

San Francisco Federation of Municipal Employees, *Inc.*

995 MARKET STREET · YUkon 6-1450 · SAN FRANCISCO 3

(PUBLISHERS OF "THE CITY EMPLOYEES' DIGEST")

19

MENT A. CLANCY
RESIDENT
IREN J. TELFER
REASURER
HAEL RIORDAN
TTORNEY

FRANK MOITOZA, JR.
SECRETARY AND
DIRECTOR OF PUBLIC RELATIONS
EDITOR
CITY EMPLOYEES' DIGEST

March 1, 1951

Dear Miss Raith:

As per your request, we are listing below the names of Federation members who are employed in the Public Library:

X 40 Boland, Stuart
X 40 Bradway, Eva M.
X 40 Brown, Margaret Z.

X 2 Clarke, Laurence J.
X 40 Cullen, A. Versa
X 40 Collopy, Harriet

B423 De Andreis, Ella
X 40 Dunne, Helen M. (Sick Leave)

J 54 Esola, Louise T.
X 20 Farrell, Anne M.
J 54 Furrer, Marie
X 20 Goodwin, Vivian
X 20 Griffin, Esther B.
O 168 Hellman, Victor
X 40 Jackman, Dorothy
X 20 Kasling, Marion
X 20 Langpaap, Frances K.
X 20 Livingston, Helen D.
X 40 Luschnat, Bertha

X 42 Mootz, Helen
X 40 Moses, Mary -(Pays 40¢ dues - not entitled to Hospital Benefits unless full dues are paid.)
X 20 Paine, Ella C.
X 40 Raith, Edeltraut
X 40 Rethmeyer, Betty
3 X 42 Schofield, Anne
X 42 Siebe, Theresa V.
X 40 Stevens, Barbara
J 54 Swift, Louise

Following Library employees pay their dues by Cash:

2 Greisberg, Josephine C.
Parker, Elizabeth
Tapples, Florence
O'Brien, Geo. F. (New) Signed 2/28/51 (Chauffeur)
Van Straaten, Reta J." " 2/27/51

A.E.Kruger

SAN FRANCISCO PUBLIC LIBRARY STAFF ASSOCIATION

EXECUTIVE COMMITTE MEETING #4

THE FOURTH MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY STAFF ASSOCIATION EXECUTIVE COMMITTEE OF 1950-1951 WAS CALLED TO ORDER BY PRESIDENT MISS EDELTRAUT RAITH, ON TUESDAY MORNING, MARCH 6, 1951, AT 9:40 AM, IN THE COMMISSIONERS' ROOM AT THE MAIN LIBRARY. ALL MEMBERS WERE PRESENT.

THE PRUPOSE OF THE MEETING WAS TO ATTEND TO OLD AND NEW BUSINESS AS FOLLOWS:

OLD BUSINESS

(1) SECRETARY-TREASURER'S REPORT

IT WAS MOVED AND SECONDED THAT THE MINUTES OF THE LAST MEETING BE DISPENSED WITH IN ORDER TO ALLOW MORE TIME FOR THE BUSINESS AT HAND.

MISS CULLEN, SECRETARY-TREASURER, GAVE A COMPLETE FINANCIAL REPORT WHICH DATED FROM THE BEGINNING OF OUR TERM (OCTOBER 1950) TO NOV. 1. FOR FIGURES PRESENTED, PLEASE REFER TO THE SPECIAL REPORT ON FINANCES. THE NET TOTAL CASH ON HAND AS OF MARCH 1 IS 106.66 .

IN ANSWER TO THE QUESTION OF HOW MANY PREVIOUS STAFF MEMBERS ARE DELINQUENT WITH STAFF ASSOCIATION MEMBERSHIP DUES, MISS CULLEN REPORTED THAT THERE ARE 18 PERSONS, AND SUBMITTED THE LIST OF NAMES. THIS LIST, MISS CULLEN EXPLAINED, WILL BE UTILIZED FOR THE PURPOSE OF CONTACTING THESE "DELINQUENT" MEMBERS PER TELEPHONE, THIS METHOD SERVING AS A SECOND OVERDUE NOTICE.

THE SECRETARY-TREASURER WILL CONTINUE PERIODIC CHECKING WITH THE LIBRARIAN'S OFFICE IN ORDER TO PROCURE THE NAMES OF NEW STAFF MEMBERS TO WHOM THE STAFF ASSOCIATION WILL SEND LETTERS OF INVITATION TO JOIN THE STAFF ASSOCIATION.

MISS CULLEN WILL COMPLY WITH MISS CALLOPY'S REQUEST AND SEND THE LATTER AN UP-TO-DATE STAFF ASSOCIATION MEMBERSHIP LIST SO THAT MISS CALLOPY CAN PROPERLY DISTRIBUTE THE BALLOTS RELATIVE TO THE PROPOSED AMENDMENTS. THE NAMES OF BROWN, DOYLE & MACA NNAN WERE SUBMITTED.

(2) BUSINESS RELATIVE TO SALARY INCREASE RECOMMENDATIONS FOR LIBRARY EMPLOYEES.

MISS RAITH SUGGESTED THAT THE FORMALITY OF REVIEWING THE WORK DONE ON THE SALARY INCREASE PROJECT SINCE THE LAST MEETING BE DISPENSED WITH, NOT ONLY FOR THE SAKE OF EXPEDIENCY, BUT ALSO BECAUSE SHE HAD KEPT EXECUTIVE COMMITTEE MEMBERS INFORMED ON DEVELOPMENTS AS THEY OCCURED. THE PROGRESS ON THIS PROJECT IS RECORDED STEP-BY-STEP IN MISS RAITH'S REPORT ON STAFF ASSOCIATION PROCEDURE RELATIVE TO SALARY INCREASE RECOMMENDATIONS FOR FISCAL YEAR 1951-1952.

MR. STUART BOLAND READ AN ARTICLE (SEE CLIPPING FILE) FROM MARCH 7TH'S SAN FRANCISCO EXAMINER. THE ARTICLE SPOKE OF AN ECONOMY BLOC, THE RESULT OF WHICH COULD SPELL NIL TO SALARY INCREASES. THE

RTICLE WAS CONSIDERED BY THE EXECUTIVE COMMITTEE TO BE A PUBLICITY TUNT... A BLUFF. HOWEVER, IT WAS DECIDED THAT MR. FRANK MOITOZA OF HE FEDERATION OF MUJICIPAL EMPLOYEES, BE CONSULTED FOR THE PURPOSE F DETERMINING ACTION TO BE TAKEN IN THE EVENT THAT THE THPEAT OF THE CONOMY BLOC WOULD BECOME REALITY.

UST PRIOR TO THE MEETING THIS MORNING, MRS. LOUISE SWIFT ASKED MISS AITH THAT A LETTER BE WRITTEN BY THE STAFF ASSOCIATION TO THE BOARD F SUPERVISORS, REQUESTING THAT THE TRADITION DIFFERENTIAL OF $40.00 ETWEEN J-54 BOOK REPAIRER AND J-56 SUB-FOREMAN BOOK REPAIRER CLASS-FICATIONS BE ALLOWED TO REMAIN. (THE CIVIL SERVICE COMMISSION'S EVISED RECOMMENDATIONS FROM NO INCREASE FOR J-54 AND $20.00 FOR -56 WOULD DISTURB THE TRADITIONAL SPREAD OF $40.00 BETWEEN THE TWO LASSIFICATIONS IN QUESTION) IT WAS MOVED THAT SUCH A LETTER BE RITTEN.

ISS RAITH STATED THAT HER DETAILED REPORT ON THE SALARY PROCEEDINGS OULD BE SUBMITTED IN ITS COMPLETE FORM AS SOON AS THE FINAL RESULTS F THE SALARY INCREASE QUESTION HAVE BECOME FINAL AND HAVE BEEN FFICIALLY PUBLISHED. THIS REPROT (REPORT ON STAFF ASSOCIATION PRO-EDURE RELATIVE TO SALARY INCREASE RECOMMENDATIONS FOR FISCAL YEAR 951 -1952) SERVES TWO PURPOSED, NAMELY, (1) TO RECORD FOR THE ARCHIVES" THE PROCEDURE CARRIED OUT BY THOSE INVOLVED IN THE SALARY ROJECT, AND (2) TO GIVE OUR SUCCESSORS NOT ONLY A WELL-ROUNDED ICTURE OF SUCH PROCEDURE, BUT ALSO A BASIC FORMULA FOR SUCH PROCEDURE...

3) <u>HEALTH SERVICE SYSTEM</u>

BRIEF SYNOPSIS OF THE REPORT ON THE ANNUAL JANUARY PUBLIC HEARING F THE HEALTH SERVICE BOARD (JANUARY 23, 1951), WHICH MISS RAITH ATTENDED AS GIVEN BY HER BEFORE SHE SUBMITTED SAID REPORT FOR THE RECORDS.

HE NEW PROPOSED HEALTH PLAN FAILED TO SECURE THE HEALTH SERVICE YSTEM BOARD'S APPROVAL AT THE BOARD' S FEBRUARY MEETING. THE AILURE OF THIS NEW PROPOSED PLAN TO BE ADDED TO THE EXISTING SYSTEM IS AUSING DISSATIFACTION. IT IS RUMORED THAT APPROXIMATELY 4000 OF THE O-CALLED "EXECUTIVE" GROUP (THOSE WHO EARN $4500 OR MORE PER YEAR ND THEREFORE ARE NOT COMPELLED TO JOIN THE SYSTEM) ARE CONTEMPLATING ITHDRAWAL FROM THE SYSTEM. WHAT THE EFFECTS OF SUCH WITHDRAWAL OULD HAVE ON THE SYSTEM OF ON THE MEMBERS OF THE SYSTEM ARE NOT MMEDIATELY KNOWN BY THE EXECUTIVE COMMITTEE. HOWEVER, IT IS APPARENT HAT THE HEALTH SERVICE SYSTEM WILL NECESSARILY HAVE TO "TAKE STOCK" ND OFFER BETTERMENT OF THE PRESENT SET-UP. UNLESS THE LATTER STEP IS AKEN, THE EXECUTIVE COMMITTEE IS CONSIDERING THE INVESTIGATION OF THER HEALTH GROUP PLANS WHICH COULD BE PRESENTED TO THE STAFF FOR EVIEW... THIS STEP WOULD BE TAKEN ONLY AFTER DETERMINING IF A CITY EPARTMENT COULD DIVORCE ITSELF FORM THE HEALTH SERVICE SYSTEM. MR. OLAND SPOKE ABOUT A CERTAIN GROUP PLAN WHICH, ACCORDING TO HIS RESENTATION, OFFERS MORE SERVICE FOR LESS PREMIUM THAN DOES THE EALTH SERVICE SYSTEM. IT WAS MOVED THAT ANY ACTION ON THE PART OF HE EXECUTIVE COMMITTEE BE WITHHELD UNTIL EITHER THE HEALTH SERVICE YSTEM MAKES A STAND ON THE PRE ENT SITUATION, OR UNTIL THE EXECUTIVE OMMITTEE HAS MADE ITS OWN INVESTIGATION CONCERNING THIS MATTER.

(4) FEDERATION OF MUCNICIPAL EMPLOYEES

AT OUR LAST MEETING, MISS HARRIET CALLOPY WAS SELECTED STAFF ASSOCIATION DELEGATE TO THE FEDERATION OF MUNICIPAL EMPLOYEES. MR. FRANK BURKE WAS SELECTED A TEMPORARY ALTERNATE DELEGATE PENDING THE SELECTION OF A PERMANETN ALTERNATE DELEGATE AT THE NEXT MEETING, AT WHICH TIME A LIST OF FEDERATION MEMBERS EMPLOYED AT THE PUBLIC LIBRARY WOULD BE AT HAND FROM WHICH TO MAKE SUCH A SELECTION.

AT THE FEDERATION'S MEETING, WHICH WAS ATTENDED BY BOTH MISS CALLOPY AND MR. BURKE, MISS CALLOPY WAS VOTED TO FILL THE VACANCY ON THE FEDERATION'S BOARD OF DIRECTORS.

MISS RAITH WAS DESIGNATED A DELEGATE TO THE FEDERATION, BUT ASKED TO BE EXCUSED, BECAUSE SHE IS NOT ABLE TO ATTEND THE FEDERATION'S MONTHLY MEETINGS AS THEY INTERFERE WITH HER WORK SCHEDULE.

AS PER MISS RAITH'S REQUEST, MR. MOITOZA SUBMITTED A LIST OF STAFF MEMBERS WHO BELONG TO THE FEDERATION. FROM THIS LIST, THE EXECUTIVE COMMITTEE SELECTED NAMES FROM WHICH ONE IS TO BE SELECTED AS THE STAFF ASSOCIATION'S ALTERNATE DELEGATE TO THE FEDERATION. THE NAMES ARE AS FOLLOWS, AND THE SELECTION IS TO BE MADE IN THE FOLLOWING ORDER: MISS BARBARA STEVENS, MISS JOSEPHINE GREISBERG, MISS ANN SCHOFIELD, MISS FLORENCE TAPPLES.

IT IS INTERESSTING TO NOTE THAT 33 PUBLIC LIBRARY EMPLOYEES BELONG TO THE FEDERATION.

(5) MR. CLARKE, CLA PRESIDENT

AS DECIDED AT THE LAST MEETING, THE STAFF ASSOCIATION WROTE A LETTER TO MR. CLARKE CONGRATULATING HIM ON HIS CLA PRESIDENCY. MR. CLARKE'S RESPONSE WAS NOTED AND FILED.

(6) SPRING-GET-TOGETHER

BEFORE THIS MEETING, MISS PETHMEYER, CHAIRMAN OF THE SOCIAL COMMITTEE, ADVISED THAT PLANS FOR A SPRING-GET-TOGETHER ARE IN FULL SWING. THE AFFAIR WILL BE A DINNER, TENTATIVELY SET FOR APRIL 29, AT PROBABLY EITHER DEL MONICO'S OR ALLOUETTE'S. THE PRICE, AS NOW SET, WILL BE $2.75 PER PLATE ($2.35 DINNER, 10¢ TAX, 30¢ TIP.) MISS PETHMEYER ASKED THAT THE EXECUTIVE COMMITTEE CONFIRM THE SOCIAL COMMITTEE'S BELIEF THAT THE LIBRARY COMMISSIONERS HAVE ALWAYS PAID THEIR OWN WAY TO THE SPRING AFFAIRS. THE EXECUTIVE COMMITTEE MADE THE CONFIRMATION, AND WILL ADVISE MISS PETHMEYER. THERE WILL BE NO SPEAKER. A RAFFLE MAY BE HELD DURING DINNER.

(7) REPORTS SUBMITTED

REPORTS ON MISS JESSICA FREDRICK'S RETIREMENT TEA, FUNERAL ARRANGEMENTS FOR MISS ADA MCDONNELL, AND ON THE ANNUAL JANUARY PUBLIC HEARING OF THE HEALTH SERVICE SYSTEM WERE SUBMITTED BY MISS RAITH. SEE ALSO: SOCIAL COMMITTEE.

(8) SOCIAL COMMITTEE

MR. BURKE, ACTING CHAIRMAN OF THE SOCIAL COMMITTEE, SUBMITTED REPORTS CONCERNING AN "IN MEMORIAM" DONATION BY THE STAFF ASSOCIATION ON THE OCCASION OF MISS PETHMEYER'S STEP-FATHER'S DEATH, AND BOND RAFFLE.

IN ONE OF THE COMMUNICATIONS FROM THE SOCAIL COMMITTEE, MR. BURKE ADVISED THAT MISS RETHMEYER HAD RETURNED AS CHAIRMAN. SEE ALSO: SPRING-GET-TOGETHER.

MRS. HUGO TOLD ABOUT MISS HAMILTON'S GENEROUS OFFER TO SERVE COFFEE AND SNAILS IN THE STAFF ROOMS AT THE MAIN AND TURNING THE PROCEEDS OVER TO THE STAFF ASSOCIATION TO BE USED AS ITS CONTRIBUTION TOWARD CLA CONVENTION ENTERTAINMENT IN OCTOBER. MISS RETHMEYER WAS ADVISED OF THIS PLAN, AND ASKED TO PROCURE MR. CLARKE'S OKAY TO CARRY IT ON. MRS. HUGO GAVE A REPORT ALSO ON THE FEBRUARY BOND RAFFLE.

(9) WELFARE COMMITTEE

THE FIRST QUARTERLY PUBLICATION OF THE STAFF ASSOCIATION WAS LABELLED AS VERY SUCCESSFUL. IT WAS ENTHUSIASTICALLY RECEIVED BY THE STAFF. THE SECOND ISSUE WILL BE RELEASED AT THE END OF APRIL.

(10) PROPOSED AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

THE PROPOSED AMENDMENTS TO THE STAFF ASSOCIATION CONSTITUTION AND BY-LAWS, AS DISCUSSES AT THE LAST MEETING, WERE PUT INTO ANNOUNCEMENT AND BALLOT FORM BY MISS RAUTH AND MR. BOLAND, SUBMITTED TO AND APPROVED BY THE EXECUTIVE COMMITTEE. THE MATERIAL WILL BE GIVEN TO THE WELFARE COMMITTEES CHAIRMAN, MISS CALLOPY, FOR THE CARE OF STENCILLING, MIMEOGRAPHING, AND DISTRIBUTING OF SAME. TWO TELLERS WILL BE APPOINTED IN THE IMMEDIATE FUTURE FOR THE PURPOSE OF COUNTING THE BALLOTS. THE WELFARE COMMITTEE WILL RELEASE THE RESULTS. (COPY OF THE MATERIAL IS HERETO ATTACHED.)

NEW BUSINESS

(1) WELFARE COMMITTEE

MRS. EDITH ROSENLUND'S LETTER, ADVISING THE EXECUTIVE COMMITTEE OF HER TEMPORARY RESIGNATION AS MEMBER OF THE WELFARE COMMITTEE, WAS READ, AND HER TEMPORARY RESIGNATION ACCEPTED. NAMES FOR A TEMPORARY APPOINTEE TO FILL THE VACANCY ARE AS FOLLOWS, AND THE SELECTION OF ONE IS TO BE MADE IN THE FOLLOWING ORDER: MR. WILLIAM RAMIREZ, MISS FLORENCE APPLES, MISS MARIAN MCCARTHY. A LETTER ACCEPTING MRS. ROSENLUND'S TEMPORARY RESIGNATION WILL BE SENT TO HER.

(2) CIVIL SERVICE RULES

THE CIVIL SERVICE ASSOCIATION IS PRINTING THE CURRENT CIVIL SERVICE RULES IN ITS WEEKLY OFFICIAL PUBLICATION "THE SAN FRANCISCO MUNICIPAL REVIEW." THE CLIPPINGS WILL BE COLLECTED AND EVENTUALLY ASSEMBLED INTO A COMPLETE, UP-TO-DATE SET OF CIVIL SERVICE RULES.

(3) ALA DELEGATE

IT WAS DECIDED THAT MR. CLARKE BE CONTACTED ON THE POSSIBILITY OF THE SELECTION OF A STAFF MEMBER TO BE A DELEGATE TO THE AMERICAN LIBRARY ASSOCIATION COMVENTION IN CHICAGO.

4) MISCELLANEOUS

N REGARDS TO THE BALLOTS FOR VARIOUS OCCASIONS, MISS WINDELE, CHIEF
RANCH LIBRARIAN, IS TO BE ASKED FOR USE OF BALLOT BOX AND MISS
HANNON FOR NECESSARY SUPPLIES OF THE SECRETARY'S OFFICE.

S THERE WAS NO FURTHER BUSINESS, THE MEETING WAS ADJOURNED AT 11 A.M.

RESPECTFULLY SUBMITTED,

Verna Cullen

March 15, 1951

To: Staff Association Members
From: Welfare Committee

Subject: PROPOSED AMENDMENTS TO THE CONSTITUTION AND BY-LAWS
OF THE SAN FRANCISCO PUBLIC LIBRARY
STAFF ASSOCIATION

The Executive Committee has received communications suggesting changes in the Staff Association Constitution and By-Laws. The ENCLOSED BALLOT contains the proposed amendments which incorporate the suggested changes.

N.B. Proposed deletions are in parentheses.
Proposed additions are underlined.

In regard to Proposed Amendment No.1 to Article IV, Section 1 of the Constitution, please note that the sentence "The term of office shall be two years", as shown in the second paragraph, should be deleted as contradictory and without meaning, since the first paragraph of Article IV, Section 1 distinctly states the term of Secretary-Treasurer to be ONE YEAR.

Proposed Amendment No.1 to By-Law 7 and Proposed Amendment No.1 to By-Law 8 are self-explanatory.

A majority vote of ACTIVE MEMBERS is necessary for the passing of amendments. WE URGE YOU TO VOTE. Please mark the enclosed ballot and return it in the enclosed envelope NO LATER THAN APRIL ~~5~~ 12, 1951.

* * *

B A L L O T

PROPOSED AMENDMENTS TO THE CONSTITUTION AND BY-LAWS
OF THE SAN FRANCISCO PUBLIC LIBRARY
STAFF ASSOCIATION

lease check your preference for each of the 3 proposed amendments.

letions are indicated within parentheses; additions by underlining.

endments passed by majority vote of the Staff Association's active mbers become effective April ~~5~~ 12, 1951.

* * *

ENDMENT No.1 TO ARTICLE IV, SECTION 1 OF THE CONSTITUTION

1. Executive Committee.
The officers shall be a Chairman and a Secretary-Treasurer who shall serve one year. The Secretary-Treasurer shall be selected by the members of the Executive Committee. The Chairman and the Secretary-Treasurer of the Executive Committee shall be known as the President and the Secretary-Treasurer of the Staff Association.

The Secretary-Treasurer shall keep minutes and collect dues.

(The term of office shall be two years)

Duties of the Executive Committee:
A. It shall make recommendations on matters relating to general working conditions affecting the interests and well-being of the members of the Staff Association.
B. It shall further relationships with other employee and professional organizations.
C. It shall promote social activities of the Staff Association.

yes ____
no ____

ENDMENT No.1 TO BY-LAW 7

7. The occasions on which the Staff Association shall send a suitable pression are:

Marriage
Resignation after five years
Retirements
Death of a Staff Member
Death of a member of a Staff Member's immediate family

yes ____
no ____

(continued on page 2)

B A L L O T

ENDMENT No.1 TO BY-LAW 8.

8. The following scale shall be adhered to as closely as possible for Staff expenditures. Staff Members shall receive appropriations for gifts relative to the length of time they have been members of the Staff Association:

1 to 3 years	- - -	$2.50
3 to 5 "	- - -	$5.00
5 to 8 "	- - -	$7.50
8 to 10 "	- - -	$10.00
10 to 13 "	- - -	$12.50
13 to 15 "	- - -	$15.00
15 to 18 "	- - -	$17.50
18 to 20 "	- - -	$20.00
20 to 25 "	- - -	$25.00
25 years and over	-	$30.00

Exceptions to the above :

The appropriation for an expression of sympathy on the occasion of death shall not exceed $10.00 for a member of the Staff and $5.00 for a member of his or her immediate family. Expressions of sympathy shall be either floral piece or appropriate memorial offering.

A Staff Member shall not receive more than one gift within a period of two years. After that time the appropriation for a second gift shall be made according to the number of years he or she has worked since he or she received his or her first gift.

yes ___
no ___

* * *

Irene Gentry, Chairman
SORT Survey Committee
Westport Branch Library
Westport & Wyandotte
Kansas City 2, Missouri

VIA AIR MAIL

STAFF ORGANIZATION ROUND TABLE
AMERICAN LIBRARY ASSOCIATION

SURVEY ON RETIREMENT AND INSURANCE PLANS
1951

This survey was suggested to your Steering Committee to obtain more information on individual pension plans of various libraries, and to amplify the findings on the subject as published in Economic Status of Library Personnel, A.L.A., 1950, prepared by the U.S. Department of Labor and the American Library Association.

It is important that you fill out this questionnaire as fully and completely as possible and return it to the Chairman of the Survey Committee no later than April 1, 1951. Please sign Page 1 of the Survey and return it if you have no plan to report. Published results will not reveal the names of institutions. It is suggested that your Staff Organization might examine Economic Status of Library Personnel, and perhaps make its own surveys on other subjects, in order to determine how individual staffs compare with the national picture.

For this survey, the considerable variety of group insurance plans will be divided into three broad classes or types of coverage with subdivisions as follows:

Retirement annuities or Pensions

Life Insurance
1. Term
2. Paid-up

Casualty Insurance
1. Accident
2. Accident and health
3. Health
4. Hospitalization and allied coverages
5. Accidental death and dismemberment

Staff Association
San Francisco Public Library
Civic Center
San Francisco 2, California

General questions

Type of library

1. Public
2. County
3. College or University
4. Other (Specify)

Retirement Annuities or Pensions

I. Type of plan (Check two if pertinent)

A. Federal

B. State

C. County } co-terminous
D. City }

E. School district

F. Social Security

G. A.L.A. Retirement Plan

H. Other (Specify)

II. Contributions paid

A. 100% by employer

B. Part by employer, part by employee, (Specify percentages)

C. 100% by employee until

1. Age (specify)

2. Years of service (Specify)

D. Other (Specify)

SEE Nos 6 & 7 of attached Municipal Retirement Provisions

III. Is employee covered by your plan

A. Immediately

B. After six months

C. After one year

D. Other (Specify)

IV. Is your library plan

A. Voluntary (Specify)

B. Compulsory (Specify)

1. For all employees - except part-time employees

2. For part-time employees

3. For professionals

4. For non-professionals

V. Provisions for retirement

A. Voluntary

1. At what age? 60 years; 55 years

2. After how many years of service? 10 years; 20 years

B. Compulsory The Retirement system now provides for the reduction in the compulsory retirement age from 70-65 years, the reduction being one year annually until age 65 is reached. Present age: 67 years (1951-1952)

1. At what age?

2. After how many years of service?

VI. Is there a minimum pension rate for low-salaried employees after retirement? (Specify amount) No

VII. If not, is it possible under your plan for an employee to be retired on less than $50 a month? yes

VIII. Under your compulsory plan, are payments and benefits

A. Based on a formula according to amount of salary and years of service?

B. Other? (Specify)

I. Which of the following choices are available under your compulsory retirement plan to the employee resigning from your library?

(A) Withdrawal of employee's contributions plus interest

(B) Withdrawal of employeeIs contributions only

(C) Retaining vested rights in pension plan

1. After how many years of service? 5 years

D. Other (Specify) may, after 10 yrs or more of service, leave contributions in the system & receive retirement allowance when qualified by service & age.

II. In addition to pension benefits for individual, what provision is made for

(A) Death benefits? Death before retirement - member's estate or beneficiary received death benefit equal to an amount earned by member during 6 mos. immediately preceding death together with accumulated contributions & interests. Death after retirement - death benefit of $100.00 for each year continuous service to a maximum of $500.00.

(B) Beneficiaries?

C. Joint survivorship?

D. Other? (Specify)

III. Does the staff consider your retiremtn plan

(A) Satisfactory

B. Unsatisfactory (Specify)

1.

2.

3.

4.

COPY

XII. Does your retirement plan make provision for those who become totaly disabled before the are required for retirement?

A. None

B. Full pension benefits

1. Immediately?

2. After how many years of service?

C. Partial benefits

'Please refer to attached "Principal Retirement Provisions."

1. Immediately?

2. After how many years of service?

3. What percentage?

Casualty Insurance Plans

I. Insurance plans and methods of financing

A. None?

B. Accident?	Paid by: Employer (Check one)	Employee	Both
C. Health?	Paid by: Employer	Employee	Both
D. Hospitalization and allied coverages	Paid by: Employer	Employee	Both
E. Life?	Paid by: Employer	Employee	Both
F. Workmen's Compensation	Paid by: Employer	Employee	Both
G. Accidental death or dismemberment	Paid by: Employer	Employee	Both
H. Other? (Specify)	Paid by: Employer	Employee	Both

II. Names of insurance plans or plans available to your library staff

A. Blue Cross

1. Blue Shield

B. Ross-Loos

C. Other (Specify by name)

(a) "Health Service System" - a non-profit organization maintained solely by City Employees (compulsory membership) fees. Those exempts are City Employees [illegible] & 50 years & older and also those who might join Health Service but who are beyond the Health Service System.

(b) [illegible]

(c) Dr. Harris, M.D.

These two similar plans function under the "Health Service System"

III. Are your group casualty insurance plans

A. Satisfactory

(B.) Unsatisfactory (Specify)

1. Compulsory feature

2. Monthly payments considered too high for benefits

3. Service not all too satisfactory

4. Doctors not satisfied with fee schedule, etc.

No plan or group system is now organized meeting (with deductibles) the requirements of the Charter, it would be necessary to set up.

Do you have any suggestions for improvement in your insurance and retirement plans?

See above

How could these improvements be effected?

If copies of your local retirement plans and casualty insurance plans are available, please send them to the Chairman of the Survey Committee with this questionnaire.

The attached Principal Retirement Provisions is the only material available at present from the San Francisco City and County Employees' Retirement System.

In regard to the Group Health coverage plans, Requested material has not as yet reached us, but we shall forward same immediately upon receipt.

SAN FRANCISCO CITY AND COUNTY EMPLOYEES' RETIREMENT SYSTEM
460 McAllister Street

Principal Retirement Provisions applying to Miscellaneous Employees (excluding Firemen and Policemen but including Teachers) who are Members under Charter Section 165.2.

(See Charter for Complete Provisions)

1. Conditions for Service Retirement.

Optional with member upon attaining age 60 with 10 years of service or age 55 with 20 years of service. Compulsory at age 70 during the year beginning July 1, 1947, and reducing one year in age for each year thereafter until 1952-53, when age 65 is reached.

2. Allowances upon Service Retirement.

1-2/3% of highest average compensation earned ("Compensation" limited to ~~$500~~ $700.00 per month and to credited service), during any 5 consecutive years of credited service, for each year of service, upon retirement at age 60 or over, with the provision that the portion of the allowance provided by contributions of the City and County shall not be less than $50 per month after 30 years of service and upon retirement at age 60 or over, or sufficient to make the total allowance at least equal to $50 per month, after 15 years of service and upon retirement at age 65. If retirement is below age 60, the percentage per year is decreased.

Allowance to cease at death of retired member with a death benefit of $100 for each year of service, not to exceed $500, unless he elects at retirement to receive a smaller allowance and to leave an additional benefit.

3. Retirement for Disability Regardless of Cause and Age, but only after 10 years of continuous service.

Allowance after 10 years' service of 1½% of highest average compensation earnable for five consecutive years during any part of employment, for each year of service, with a guarantee of 33-1/3% of average compensation if 22.222 years of service could be put in to age 60. Allowance to cease at death with a $500 death benefit, unless member elects otherwise as in preceding (2).

4. Death before Retirement, Regardless of Cause, Age and Length of Service.

An amount equal to compensation earnable during six months immediately preceding death, plus accumulated contributions of member, in lump sum or monthly installments.

5. Resignation or Discharge.

Refund of accumulated contributions of member, but with the right of the member who has credit for at least 10 years of service, to leave accumulated contributions in the Retirement System, and to retire upon qualification for retirement by reason of age and service, on an allowance actuarially equivalent to his accumulated contributions plus an equal amount of contributions of the City and County.

6. Contributions required of Member.

Amounts based on age of entry in Retirement System, sufficient on the average to meet one-half the cost of the service retirement benefit. Contributions per $100 of earned compensation follow for selected ages:

Nearest age at entry into Retirement System	Contributions per $100 of earned Compensation	
	Men	Women
20	$ 6.73	$ 7.97
30	7.33	8.64
40	8.14	9.52
50	9.16	10.57

7. Contributions required of City and County.

Amounts sufficient, when added to the employees' contribution, to provide for all benefits under Retirement System.

August 23, 1949.

RETIREMENT
CITY AND COUNTY OF SAN FRANCISCO

Source:
Salary and Wage Survey, Report, Staff, Report, submitted to Civil Service Comm., Dec. 20, 1950

If member dies before retirement, his estate receives accumulated contributions with interest. Member who is absolutely separated from service before he has completed 5 years of service is entitled to refund covering entire period involved. If such separation, involuntary, and not for misconduct or delinquency, member shall receive total deductions with interest at 4% compounded annually. If such separation, voluntary, or due to removal on charges or transfer to position outside the Act, member shall receive only sum credited to his individual account (total deductions, less tontine), plus interest. Member separated after 5 years' service has vested annuity right.

System is of actuarial reserve type. Amount of member's contribution is based upon age at time of entry into system and salary to a maximum of $700.00 and is sufficient to meet one-half of cost of service retirement allowance to which employee would be entitled if retired at age 60. Employee contributions are such amounts as may be necessary when added to contributions referred to above to provide benefits payable. Members with 10 years service may retire at age 60, and with 20 years service may retire at age 55. The retirement system now provides for the reduction in the compulsory retirement age from 7 -65, the reduction being one year annually until age 65 is reached, thus:

Year	Compulsory Retirement Age
1947-48	70
1948-49	69
1949-50	68
1950-51	67
1951-52	66
1952-53 and after	65

Members with 10 years' service may retire on disability. Service retirement allowance at age 60 equals 1-2/3% of highest average salary for 5 consecutive years. Disability retirement allowance equals 1-1/2% of highest average salary for 5 consecutive years with guarantee of if 22.22 years of service could be put in to age 60. If member dies before retirement regardless of cause, the member's estate or beneficiary receives death benefit equal to an amount earnable by member during the 6 months immediately preceding death together with accumulated contributions and interest. If member dies after retirement, the member's estate or beneficiary receives death benefit of $100 for each year's continuous service to a maximum of $500. Member terminated by other than death or retirement receives accumulated contributions with interest compounded annually. May, if has 10 years or more of service, leave contributions in the system and receive retirement allowance when qualified by service and age.

March 21, 1951

Mr. Norman Baker, President
Health Service System
Civic Auditorium
Civic Center
San Francisco 2, California

Dear Mr. Baker:

We would appreciate it very much if you would include our request on the agenda of your next Board meeting on March 27, 1951.

The Staff Association would like to have for its records all available information on coverage as provided by the Health System's three existing plans.

May we please askethat we be given two copies of such information, and preferably at the earliest date possible?

Thank you for your attention in this matter.

Sincerely,

(Miss) Edeltraut Raith, President
Staff Association
San Francisco Public Library

RD OF
ECTORS
A. BAKER
SIDENT
A. BAKER
EPARTMENT
F. BEST
DEPARTMENT
W. CUNIFFE
DEPARTMENT
DEAN
T ATTORNEY
F. KELLY
WORKS DEPT.
. KILKEARY
PARTMENT
A. MURRAY
DEPARTMENT
O'BRIEN
AL RAILWAY
J. RYALL
OF EDUCATION

A. S. KEENAN, M. D.
MEDICAL DIRECTOR

JOHN M. DEAN
COUNSEL

ZELLA B. HAYNES
SECRETARY

HEALTH SERVICE SYSTEM

CITY AND COUNTY OF SAN FRANCISCO
61 GROVE STREET, SUITE 305
SAN FRANCISCO 2, CALIFORNIA
HEMLOCK 1-7100

April 3, 1951

Miss Edeltraut Raith, President
Staff Association
San Francisco Public Library
Civic Center
San Francisco 2, California

Dear Miss Raith:

In replying to your letter of March 21, 1951, addressed to Mr. Norman Baker, President of the Board, we are sending you two copies of booklets on Plan I, Plan II, and Plan III.

Very truly yours,

HEALTH SERVICE SYSTEM

Zella G. Haynes

Zella G. Haynes, Secretary

ZBH:mh
Encl.

April 11, 1951

Miss Irene Gentry, Chairman
SORT Survey Committee
Westport Branch Library
Westport & Wyandotte
Kansas City 2, Missouri

Dear Miss Gentry:

We regret that the enclosed material on Plan I, Plan II, and Plan III health coverages was not available at the time we submitted the completed questionnaire regarding SORT's survey on retirement and health matters.

It is hoped that the enclosures, although somewhat delayed, will still prove of use to you.

Sincerely,

(Miss) Edeltraut Raith, President
Staff Association
San Francisco Public Library
Civic Center,
San Francisco 2, California

April 10, 1951

Staff Association Executive Committee
Miss Edel Raith, Chairman

In the absence of any formal arrangement for the introduction or identification of new members of the staff outside the departments in which they work, the undersigned believe that a monthly bulletin of arrivals and departures would be of great benefit to the staff in general and to newcomers in particular.

The undersigned believe that such a bulletin, while not by any means as satisfactory as a fixed staff meeting for the same purpose, would be a good second best and well worth the necessary effort.

Signed

James Clegho[illegible]
Frances K Langsaap
Emma White
Theresa Siebe
Lillian Stauffer
Doris [illegible] Macerman

May 14, 1951

Mr. James Cleghorn, etal.
Catalog Department
San Francisco Public Library
Civic Center
San Francisco 2, California

Dear Mr. Cleghorn:

I herewith wish to thank you and the undersigned for your letter of April 10th, in which you suggest a monthly bulletin of staff arrivals and departures.

The Executive and Welfare Committees were pleased to receive your suggestion, especially in view of the fact that such measure had already been advocated by these committees. Your letter bears out that the release of arrival and departure information is warranted.

For the time being, a notice of arrivals and departures will be incorporated into the Staff Bulletin. However, if the turnover in personnel proves to be too great to be handled solely by means of our Staff Bulletin's quarterly publication, we will take the necessary steps to correct this matter.

Again, many thanks for your letter. Your suggestion and interest a re indeed appreciated.

Sincerely,

Edeltraut Raith, President
Staff Association
San Francisco Public Library
Civic Center
San Francisco 2, California

Attached is literature concerning nominees for SOAT's Steering Committee. Please vote for three (3) and check your preference below in the column marked with your initials.

N.B. Miss Greisberg is our Staff Association's nominee.

	ER	SB	VC	DR	BH	HC	AF	WR
BLOSSOM								
GARTER								
COSTON								
FARRELL								
GREISBERG								
GRIFFIN								
HILL								
JOHNSON								
KOCH								
MARTIN								
MEADE								
NAULTY								
PARTHESIOUS								
SCHAD								
TAYLOR								

STAFF ORGANIZATIONS ROUND TABLE

American Library Association

Louis George Branch Library
25th & Holmes Streets
Kansas City 8, Missouri

Dear SORT member:

It is now time for you to send in your nominations for the 1951-1952 members of the SORT Steering Committee.

The Steering Committee consists of seven members, each serving for a two year term of office. This year there are three to be elected. Ballots will be made up from the nominations you send in at this time and voting will take place at the annual meeting, or by mail for groups unable to send delegates. The votes will be counted and the results announced at the annual meeting during the A.L.A. Conference in Chicago, Illinois, July 8-14, 1951. Details of voting procedure will be sent to you with the ballot.

In making your nominations please keep in mind that a member of the Steering Committee carries responsibility for the policy making of SORT and should be someone with experience and interest in staff organization activities. Please send a brief biographical sketch, including offices held and association activities, for the person you nominate. The nominee must be a member of an organization affiliated with SORT, not necessarily your own, and must state in writing that he or she is willing to serve. If you will enclose a signed statement to that effect with your reply, it will facilitate business. No organization may have more than one member on the Steering Committee at any one time.

Steering Committee members whose terms expire this year are: Laura E. Cathon of the Carnegie Library of Pittsburgh Staff Association; Milton A. Drescher of the Milwaukee Public Libraries Employees Union; and Bradford M. Hill of the Boston Public Library Staff Association. Those continuing in office next year are: Margaret G. Hickman of the Los Angeles Public Library Staff Association; Mrs. Olive St. Clair Raymond of the Vancouver Public Library Staff Association; Charlotte Ryan of the San Antonio Public Library Staff Association; and Dorothy Heiderstadt of the Kansas City (Missouri) Public Library Staff Association.

The deadline for nominations is May 1, 1951. They should be sent to Miss Dorothy Heiderstadt, ~~Louis George~~ Branch Library, 25th & Holmes Streets, Kansas City 8, Missouri.

Sincerely yours,

Dorothy Heiderstadt
Secretary

SFPL MEMBERS ALA

BOLAND, STUART M.

BRADWAY, EVA M.

BURNS, DORIS N.

CADELL, DOLORES

CORDREY, LUCILE H.

DE ANDREIS, ELLA L.

DOYLE, ANN

EDWARDS, MABEL M.

FORD, MARJORIE

GREISBERG, JOSEPHINE T.

HULT, DOROTHY A.

KASLING, MARION

LANGPAAP, FRANCES K.

MOSES, MARY MILLER

MURPHY, MARY F.

RETHMEYER, BETTY

STAUFFER, LILLIAN

SUTTEY, ROSE C.

TAYLOR, ALICE H.

VAN STRAATEN, RETA

Collier, Jessie

Keith, Lockhart

Staff Assn. ALA membership list [illegible] Miss Taylor indicates [illegible] [illegible] of ALA is per [illegible]

[illegible] indicates [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]

Dear Edel -

Your name and address are not in here, simply because I've not received your card yet. Do you know how many professional people we have on the staff!

[illegible]

April 24, 1951

Miss Josephine Greisberg
Presidio Branch

Dear Miss Greisberg:

I herewith wish to confirm our telephone conversation of even date, in which you accepted the Staff Association Executive Committee's appointment as nominee for SORT's forthcoming Steering Committee election.

Would you be so good as to send me a brief biographical sketch, including offices held and past association activities (e.g., CLA, ALA, ACL, SFPL Staff Association committees, etc.)? This sketch should also mention your status as Head Branch Librarian. In closing your letter, kindly state that you are willing to serve as member of SORT's Steering Committee.

SORT has set the deadline for receiving nominations as May 1st. If at all possible, I would appreciate hearing from you by return delivery; however, if this is not convenient, and since there is no delivery on Fridays, I will arrange to drop in at your branch to pick up your letter ... I (still) live very close by, and it would be no trouble at all for me to pass by on Saturday morning.

Sincerely,

Edeltraut Raith, President
Staff Association
San Francisco Public Library
San Francisco 2, California

VIA AIR MAIL

April 28, 1951

Miss Dorothy Heiderstadt
louis George Branch Library
25th & Holmes Streets
Kansas City 8, Missouri

Dear Miss Heiderstadt:

It is with great pleasure that we submit the name of Miss Josephine Greisberg as our nominee for the forthcoming ballot of the 1951-1952 SORT Steering Committee.

Attached hereto please find Miss Greisberg's letter which lists her professional and past association activities. We believe the record to speak for itself. The letter also expresses our nominee's willingness to serve on SORT's Steering Committee.

Miss Greisberg has always had the reputation of being a very willing and capable worker, and she is highly interested in professional and association activities. She has repeatedly served on the various committees of our staff association, and, furthermore, was on one of the several committees which formed our present constitution.

You have our guarantee that, if selected, Miss Greisberg will prove to be an a sset to your Steering Committee.

Sincerely,

Edeltraut Raith, President
Staff Association
San Francisco Public Library

Presidio Branch Library
3150 Sacramento Street
San Francisco, California
April 26, 1951

Miss Edeltraut Raith
President, Staff Association
San Francisco Public Library
San Francisco 2, California

Dear Miss Raith:

In answer to your letter of April 24th concerning my appointment as a nominee for SOHL's forthcoming Steering Committee election, I enclose herewith a brief biographical sketch of my professional activities.

C.L.A. - Member since 1932 and life member since 1947

A.L.A. - Member since 1932. In 1939 and 1947 when the Annual Conferences were in San Francisco, I served on the Registration Committee.

A.C.L. - (Association of Children's Librarians of Northern California) Member from its inception in April 1935 until 1942 when I was appointed Head Branch Librarian and no longer worked exclusively with children.

S.F.P.L. Staff Association - Served at various times on Social, Professional and Advisory Committees. Last Office held was that of Chairman of Advisory Committee in 1948-1949.

My present title of Head Branch Librarian I have held since 1942 and I have been in charge of Presidio Branch (my present post) since January 1946.

I shall be willing to serve for a two year period on SOHL's Steering Committee.

Very truly yours,

(signed) Josephine Greisberg
Hd. Libr'n, Presidio Branch
San Francisco Public Library

Staff Organizations Round Table

AMERICAN LIBRARY ASSOCIATION

May 1, 1951

Miss Edeltraut Raith, President
Staff Association
San Francisco Public Library
San Francisco, California

Dear Miss Raith:

Thank you for submitting the nomination of Miss Josephine Greisberg for membership on the SORT Steering Committee, 1951-52.

We shall be very pleased to place her name on the ballot.

Sincerely yours,

Dorothy Heiderstadt

Dorothy Heiderstadt
Secretary-Treasurer

May 3, 1951

Miss Josephine Greisberg
Presidio Branch Library
3150 Sacramento Street
San Francisco, California

Dear Miss Greisberg:

Many thanks for your letter of April 26th, in which you submitted information relative to professional and past association activities in which you have engaged.

I forwarded this data to SORT's secretary immediately, and received word by return airmail advising that SORT is very pleased to place your name on the ballot for SORT's forthcoming Steering Committee election.

Thank you again for consenting to accept the Executive Committee's appointment for the above mentioned occasion.

Sincerely,

Edeltraut Keith, President
Staff Association
San Francisco Public Library
Civic Center
San Francisco 2, California

Atlanta Public Library
126 Carnegie Way
Atlanta, Georgia
May 16, 1951

iss Edeltraut Raith, Pres.
taff Association
an Francisco Public Library
ivic Center
an Francisco, California

ear Miss Raith:

The staff association of the Atlanta Public Library wishes to enlist our support of our candidate, Miss Eunice Coston, for membership on the teering Committee of SCFT.

Miss Coston will be a delegate from our association at the annual meeting f the American Library Association.

Miss Coston is in charge of Group Services at the Atlanta Public ibrary.

Vitally interested in the profession, Miss Coston has enthusiastically d wisely served in a number of activities. These include :

1. President of the Staff Association of the Atlanta Public Library, 1938-1939, 1939-1940, 1950-1951 ;
2. President of the Georgia Library Association, 1947-1949 ;
3. Georgia Representative in ALA Council, 1947-1949 ;
4. Member of Executive Committee of Southeastern Library Association, 1947-1949 ;
5. President of the Atlanta Library Club, 1945-1946 ;
6. Member of the Georgia Library Association Executive Committee, 1949-1951 ;
7. Contributor to Wilson Library Bulletin ;
8. Several times Publicity Chairman of Association meetings for both Georgia Library Association and Southeastern Library Association.

We will appreciate your vote.

Sincerely yours,

Martha Worsham
President, Staff Association
of the Atlanta Public Library

BUFFALO PUBLIC LIBRARY STAFF ASSOCIATION
BUFFALO 3, NEW YORK

F R A N C E S J O I N E R G R I F F I N

BUFFALO PUBLIC LIBRARY STAFF ASS'N.

Candidate, SORT Steering Committee

The Staff Association of the Buffalo Public Library feels that Mrs. Frances J. Griffin, our nominee for the SORT Steering Committee is an outstanding candidate, and in order that you don't overlook her name when checking your ballot or voting at the SORT Business Meeting, we would like to tell you something about her and her many activities.

Mrs. Griffin has been active in our Staff Association since she joined the Buffalo Public Library Staff in 1946, and we feel that she would be an asset to the SORT Steering Committee because of her enthusiasm, perceptiveness and ability to promote cooperation. She is now a Senior Librarian and first assistant in the Department of Work with Schools.

Among the several offices she has held are: member of the Board of Directors of Mutual Aid 1949-1952, member of the committee of Personnel and Policy Proceedures 1950-1952, Chairman and coordinator for Educational Activities for 1951-1952. In 1950-1951 she was President of the BPL Staff Association and her enthusiastic leadership has carried our organization far forward this year. Many new projects were started, some of which are: lunch-hour programs, a complete staff manual to be given to all staff members, a "kit" for new staff members, revision of our Staff Association Constitution, a blood bank program, and a civil defense committee.

In 1950 she was our delegate to SORT at the ALA convention and will be again this year. She is Vice-President of the Western New York Library Association for 1951-1952, and president-elect for 1952-53. Outside of Library work she has been very active in civic affairs, serving as a volunteer in the Buffalo Veterans Medical Hospital Medical Library, and has been Vice Chairman of the Genesee County American Red Cross and Chairman of the Genesee county Grey Ladies.

Memo to SORT Delegates

VOTE FOR FRANCES GRIFFIN
Buffalo Public Library Staff Ass'n.
Candidate, SORT Steering Committee

ve to your voting
1. They will help to
ront of your group until
ake notes about the other
e at the convention and

Her record:
Past President of B.P.L. Staff Ass'n. 1950-51
Member Mutual Aid Board of Directory 1949-52
Educational Program Chairman BPL Staff Ass'n.1951-52
Vice Pres. Western New York Library Ass'n. 1951-52
President -elect of WNYLA for 1952-53
Many volunteer activities as Grey Lady in Buffalo Veterans Hospital, and Genesee County, also in Red Cross.
Delegate to SORT in 1950 and 1951

ation.

BUFFALO PUBLIC LIBRARY STAFF ASSOCIATION
BUFFALO 3, NEW YORK

F R A N C E S J O I N E R G R I F F I N

BUFFALO PUBLIC LIBRARY STAFF ASS'N.

Candidate, SORT Steering Committee

The Staff Association of the Buffalo Public Library feels that Mrs. Frances J. Griffin, our nominee for the SORT Steering Committee is an outstanding candidate, and in order that you don't overlook her name when checking your ballot or voting at the SORT Business Meeting, we would like to tell you something about her and her many activities.

Mrs. Griffin has been active in our Staff Association since she joined the Buffalo Public Library Staff in 1946, and we feel that she would be an asset to the SORT Steering Committee because of her enthusiasm, perceptiveness and ability to promote cooperation. She is now a Senior Librarian and first assistant in the Department of Work with Schools.

Among the several offices she has held are: member of the Board of Directors of Mutual Aid 1949-1952, member of the committee of Personnel and Policy Proceedures 1950-1952, Chairman and coordinator for Educational Activities for 1951-1952. In 1950-1951 she was President of the BPL Staff Association and her enthusiastic leadership has carried our organization far forward this year. Many new projects were started, some of which are: lunch-hour programs, a complete staff manual to be given to all staff members, a "kit" for new staff members, revision of our Staff Association Constitution, a blood bank program, and a civil defense committee.

In 1950 she was our delegate to SORT at the ALA convention and will be again this year. She is Vice-President of the western New York Library Association for 1951-1952, and president-elect for 1952-53. Outside of Library work she has been very active in civic affairs, serving as a volunteer in the Buffalo Veterans Medical Hospital Medical Library, and has been Vice Chairman of the Genesee County American Red Cross and Chairman of the Genesee county Grey Ladies.

Enclosed are "REMINDER CARDS" for you to give to your voting committee of delegate to take to the A.L.A. Convention. They will help to keep Mrs. Griffin's name and her accomplishments in front of your group until and during the SORT meeting. Use the other side to make notes about the other Candidates you wish to vote for. Mrs. Griffin will be at the convention and we hope you will meet her personally.

Thank you for your cooperation and consideration.

May 1951

To: Staff Association Members
From: Executive Committee

Enclosed are the amendments which were recently passed by a majority vote and became effective April 12, 1951.

Please bring your copy of the Staff Association Constitution and By-laws up to date by attaching these amendments thereto.

ENDMENT No.1 TO ARTICLE IV, SECTION 1 OF THE C NSTITUTION

1. Executive Committee.
The officers shall be a Chairman and a Secretary-Treasurer who shall serve one year. The Secretary-Treasurer shall be selected by the members of the Executive Committee. The Chairman and the Secretary-Treasurer of the Executive Committee shall be known as the President and the Secretary-Treasurer of the Staff Association.

The Secretary- Treasurer shall keep minutes and collect dues.

Duties of the Executive Committee
A. It shall make recommendations on matters relating to general working conditions affecting the interests and well-being of the members of the Staff Association.
B. It shall further relationships with other employee and professional organizations.
C. It shall promote social activities of the Staff Association.

(Amended April 12, 1951)

ENDMENT No.1 TO BY-LAW 7

7. The occasions on which the Staff Association shall send a suitable expression are:

Marriage
Resignation after five years
Retirement
Death of a Staff Member
Death of a member of a Staff Member's immediate ~~family~~ family (Added April 12, 1951)

(Added ~~April 12, 1951~~)

- continued on next page

AMENDMENTS TO THE CONSTITUTION AND BY-LAWS OF THE SAN FRANCISCO PUBLIC LIBRARY STAFF ASSOCIATION

AMENDMENT No.1 TO ARTICLE IV, SECTION 1 OF THE CONSTITUTION

1. Executive Committee.
The officers shall be a Chairman and a Secretary-Treasurer who shall serve one year. The Secretary-Treasurer shall be selected by the members of the Executive Committee. The Chairman and the Secretary-Treasurer of the Executive Committee shall be known as the President and the Secretary-Treasurer of the Staff Association.

The Secretary- Treasurer shall keep minutes and collect dues.

Duties of the Executive Committee
A. It shall make recommendations on matters relating to general working conditions affecting the interests and well-being of the members of the Staff Association.
B. It shall further relationships with other employee and professional organizations.
C. It shall promote social activities of the Staff Association.

(Amended April 12, 1951)

AMENDMENT No.1 TO BY-LAW 7

7. The occasions on which the Staff Association shall send a suitable expression are:

Marriage
Resignation after five years
Retirement
Death of a Staff Member
Death of a member of a Staff Member's immediate ~~family~~ family (Added April 12, 1951)

(Added ~~April 12, 1951~~)

- continued on next page

ENDMENT No.1 TO BY-LAW 8

8. The following scale shall be adhered to as closely as possible for Staff expenditures. Staff Members shall receive appropriations for gifts relative to the length of time they have been members of the Staff Association:

1 to 3 years	- - -	$2.50
3 to 5 "	- - -	$5.00
5 to 8 "	- - -	$7.00
8 to 10 "	- - -	$10.00
10 to 13 "	- - -	$12.50
13 to 15 "	- - -	$15.00
15 to 18 "	- - -	$17.50
18 to 20 "	- - -	$20.00
20 to 25 "	- - -	$25.00
25 years and over	-	$30.00

Exceptions to the above: (Added April 12, 1951)

The appropriation for an expression of sympathy on the occasion of death shall not exceed $10.00 for a member of the Staff and $5.00 for a member of his or her immediate family. Expressions of sympathy shall be either floral piece or appropriate memorial offering.

A Staff Member shall not receive more than one gift within a period of two years. After that time the appropriation for a second gift shall be made according to the number of years he or she has worked since he or she received his or her first gift.

Amendments passed - effective April 12, 1951

#1.	YES	49
	NO	1
		50
#2.	YES	43
	NO	5
	O	2
		50
#3.	YES	48
	NO	1
	O	1
		50

May 10, 1951

Mrs. Gerladine Nurney
San Jose Public Library
San Jose, California

Dear Mrs. Nurney:

It has been reported that the response from librarians in the ALA 75th Anniversary contest has been disappointing. The Public Libraries Division has been asked to help in the securing of a wide response among its group.

In her letter to us, Miss Helen M. Harris, President of Public Libraries Division, advises that she has written a letter to the officers of the Division, asking them in turn to write personal letters to ten librarians in their state, urging them to send in an entry, and asking each of these also to write ten more - - a sort of chain reaction.

Accordingly, I have been asked to write to you and urge you to continue the chain by writing to ten librarians in California. If you will interest others, perhaps the goal of manuscripts it is hoped will be submitted can be reached. May 31st is the deadline for the contest.

Sincerely,

(signed) Edeltraut E. Raith, President
Staff Association
San Francisco Public Library
Civic Center
San Francisco 2, California

cc Miss Farrell
copies to:
(1) Owen, Grace Arlington
San Diego PL
(2) Thrasher, Goldie
Visalia PL
(3) Hayes, J
Pasadena PL
(4) Reich, Philippa
Oakland PL
(5) Reid, Ruth E.
Oakland PL
(7) Arnold, Zella M.
Daly City
Long Beach PL
(8) Barkley, Mrs Nora M
Glenview Br
Oakland PL
(9) Richmond, Catherine
Beverly Hills PL
(10) Nurney, Mrs Geraldine
San Jose PL

SORT's constitution and literature concerning proposed amendments to same are attached hereto. Please indicate your preference in regard to each proposed amendment by inserting either "yes" or "no" in the column marked with your initials.

	ER	SB	VC	DR	PH	HC	AF	WR
ARTICLE III - MEMBERSHIP & DUES								
Sec.1 (b)								
Sec.2 (a)								
(c)								
(d)								
(e)								
ARTICLE IV - MEETINGS & REPRESENTATION								
Sec.1 (a)								
(b)								
Sec.3								
ARTICLE V - OFFICERS & THEIR ELECTION								
SEC.1 (a)								
(b)								
(c)								
Sec.2								
Sec.3								
Sec.4 (a)								
(b)								
Sec.5 (a)								
(b)								
Sec.6								
Sec.7 (a)								
(b)								
Sec.8								
ARTICLE VI - DUTIES OF OFFICERS								
Sec.2								
Sec.5 (a)								
(b)								
Sec.6								
Sec.7								

VIA AIR MAIL

May 12, 1951

Miss Dorothy Heiderstadt
Secretary-Treasurer, SORT
Louis George Branch Library
25th & Holmes Streets
Kansas City 8, Missouri

Dear Miss Heiderstadt:

I regret to advise that we are unable to locate our copy of SORT's Constitution. It would be greatly appreciated if you would send a copy, preferably by return airmail, so that the matter of voting on the proposed amendments may be expedited.

Thank you very much for your trouble.

Sincerely,

Edeltraut E. Laith, President
Staff Association
San Francisco Public Library
Civic Center
San Francisco 2, California

P.S. If at all possible, we would like to have two copies of SORT's Constitution.

CONSTITUTION

of the

STAFF ORGANIZATIONS ROUND TABLE

January 1946

REAMBLE

'o aid and foster existing staff organizations and to encourage the formation of ew ones, we adopt this constitution.

RTICLE I - NAME

ec. 1 The name of this organization shall be the Staff Organizations Round Table of the American Library Association.

RTICLE II - OBJECTS AND METHODS

ec. 1 The objects of this Round Table shall be:

(a) To encourage the formation of staff organizations,

(b) To act as a clearing house for information about staff organizations,

(c) To bring staff organizations of library employees into closer relationship so as to foster mutual cooperation,

(d) To cooperate with all A. L. A. boards and committees and other organizations which are set up to study and act upon personnel problems.

ec. 2 The methods of obtaining the objects of this Round Table shall be through correspondence, the publication of a bulletin, articles in the A. L. A. Bulletin and other publications for librarians, through discussion and action at the annual meeting, and through studies and surveys.

RTICLE III - MEMBERSHIP AND DUES

ec. 1 (a) Any regularly organized group of staff members of any library may affiliate itself with this Round Table.

(b) Any individual library employee or anyone interested in library staff associations may affiliate with the SORT. Membership shall entitle him to a subscription to the Bulletin and to participation in any conference program planned by the SORT but shall not constitute the right to vote or hold office in SORT. (Added Sept.1945)

ec. 2 (a) Staff organizations shall pay annual dues to the Round Table on the basis of the following table:

Members	Amount
1-40	$2.00
41-50	2.50
51-60	3.00
61-70	3.50
71-80	4.00
81-90	4.50
91-100	5.00
101-200	6.00
201-300	7.00
301-1000	8.00
1001 and over	10.00

Dues shall be payable to the newly elected secretary-treasurer

immediately after the annual meeting. (Amended June 1942)
(b) Individual members shall pay dues of $1.00 per year. (Added Sept.1945)

Sec. 3 The Steering Committee shall levy a special assessment if necessary, the assessment not to exceed 5¢ per member in any one year, with a minimum of $1.00 and a maximum of $10.00 for any one organization. Revenues derived from special assessments shall be expended only for the purpose for which such assessment was levied, except that any excess shall revert to the general fund.

RTICLE IV - MEETINGS AND REPRESENTATION

Sec. 1 The annual meeting of this Round Table shall be held during the annual conference of the American Library Association.
Sec. 2 Other meetings may be called at the discretion of the Steering Committee.
Sec. 3 Representation and voting power at the annual meeting shall be on the basis of one for the first fifty members or fraction thereof and one additional for each 100 or major fraction (51) thereof. No organization shall be entitled to more than five delegates.
Sec. 4 Organizations may send less than their quota of delegates, but the delegates present may cast the entire vote of the organization so represented on all elections and on questions which have been referred to the organizations prior to the annual meeting. Each delegate shall have one vote only on issues introduced at the annual meeting.
Sec. 5 Alternate delegates may be seated in the absence of the regularly elected delegates upon presentation and approval of their credentials.
Sec. 6 The organizations must be paid up members of the Round Table in order to send delegates to the annual meeting.
Sec. 7 Resolutions to be discussed at the annual meeting shall be submitted to the secretary at least two months before the meeting. The secretary shall then submit these resolutions to each affiliated group so that the delegates may be instructed by their organizations as to be taken.

RTICLE V - OFFICERS AND THEIR ELECTION

ec. 1 The officers of this Round Table shall consist of a Steering Committee of seven members, elected at the annual meeting.
ec. 2 The term of office shall be for two years, four members being elected in even numbered years and three in odd numbered years.
ec. 3 The Steering Committee shall select a chairman and a secretary-treasurer from among its number.
ec. 4 There shall be at least one union and one non-union staff organization represented on the Steering Committee. (The method for providing for this shall be as follows: If there is no hold-over delegate representing each of these groups, in the election the delegate from the un-represented group receiving the highest number of votes, regardless of whether he or she places with the first three or four highest, as the case may be, shall be declared elected.)
ec. 5 No affiliated group shall have more than one member on the Steering Committee.
ec. 6 No individual shall be eligible to vote or to hold office unless he or she is a member of a group affiliated with the Staff Organizations Round Table.
ec. 7 Nominations for membership on the Steering Committee shall be submitted to the Secretary at least two months before the annual meeting. Further nominations may be made from the floor at the annual meeting.
ec. 8 Presence of the nominee at the meeting shall not be necessary provided that he or she has stated in writing that election to the Steering Committee will be acceptable.

ec. 9 The Steering Committee shall fill any vacancy arising in its own membership, the person so chosen to hold office until the next general election. (Added September 1945)

RTICLE VI - DUTIES OF OFFICERS

ec. 1 The Steering Committee shall conduct all business of the Round Table between meetings of the SCRT.

ec. 2 The Steering Committee shall appoint all standing and special committees, the chairmen of standing committees to be from members of the Steering Committee.

ec. 3 The Steering Committee shall provide for the publication of a bulletin of news of interest to staff organizations and shall utilize whatever other facilities are available for disseminating information about and to staff organizations.

ec. 4 The Steering Committee shall plan for and arrange an exhibit and program for the annual conference.

ec. 5 The chairman shall preside at the annual meeting and shall authorize the payment of bills.

ec. 6 The Secretary-Treasurer shall collect all money due the SCRT and shall keep an accurate record of all income and all disbursements. He shall pay all just debts of the Round Table upon authorization from the chairman. He shall keep an accurate record of the proceedings at the meeting and shall prepare the report for the A. L. A. Conference Proceedings. He shall, within two months after his successor has been elected, turn over to him all money, records, and other property of the SCRT.

RTICLE VII - AMENDMENTS

ec. 1 This constitution shall be amended by a two-thirds vote of all delegates voting at an annual meeting, provided the proposed amendment has been submitted to all affiliated groups at least two months before the conference. It may also be amended by a two-thirds vote in a mail referendum. Affiliated organizations which will have no representation at the annual meeting may vote by mail on any amendments to come before the meeting.

RTICLE VIII - RULES OF ORDER

ec. 1 This organization shall be governed by Roberts' Rules of Order.

May 17, 1951

To: Executive and Welfare Committees
From: Edel Raith, President, Staff Assoc.

In order to eliminate the necessity of calling a special meeting for the sole purpose of casting our votes in regard to the enclosed (1) SORT Steering Committee official ballot, and (2) amendments to SORT's Constitution, it is agreed that the "round robin" method of voting be applied, especially in view of the fact that voting on these matters is not secret in as much as the Staff Association itself is concerned. It is almost impossible to set a meeting time convenient to members of both committees due to the recent moves in staff positions which have brought about a "conflicting schedules" situation and would draw all but two committee members away during working hours.

Please indicate your preference concerning the two SORT matters in the column marked with your initials, and route to next person immediately, if you will, please.

In the event that Miss Collopy, Welfare Committee Chairman, has already been sent to Parkside Branch upon receipt of your votes, (she is temporarily at the Main pending the opening of Parkside), Miss Farrell has kindly consented to tally the votes with me. I will advise you of the results as soon as they are known.

Thank you -

Edel Raith

May 18, 1951

Dear Bea:

May I leave the enclosed (amendment material) in your hands for a mimeographing job? It looks as though my cold will necessitate my staying home for the remainder of the week, and I won't be at the Main on Monday nor on Tuesday. Since I am very anxious to get the matter of these amendments off our agenda without further delay, I am mailing the material to you in the hope that it can be mimeographed at Miss Murphy's earliest convenience. 90 copies of each of the attached three sheets should suffice. Please be sure to thank Miss Murphy for the trouble involved.

Hold on to the copies ... I'll staple, address and distribute them.

Many, many thanks!

RB

nts for the dinner which was enjoyed by all and to Virginia Higginson who
epared the raffle.

B. Ruth

6:30 p.m.

Place: The Alouette Restaurant
1121 Polk Street
(Private Dining Room)

Price: $2.75 per person.

All Staff Members and Part-Timers are invited. (You may bring as many guests as you wish).

R.S.V.P. By May 10th at the latest.

Payments for the dinner are payable no later than May 18th. Please send to:

Frank Burke
Social Committee
c/o Branch Room

Tear here and return
- -

SAN FRANCISCO PUBLIC LIBRARY

CIVIC CENTER, SAN FRANCISCO 2

FRIENDS OF THE LIBRARY RECEPTION

May 21, 1951

Staff Association Spring Social

Fifty-eight members and guest came to the Staff dinner at the Alouette estaurant on Sunday, May 20, 1951. To Mission Branch goes the honor of aving 100 per cent representation of its staff.

A raffle was held at the dinner to raise funds for the Staff as Host uring the C. L. A. Convention which is to be held in San Francisco, October -6, 1951. Two money orders for Roos Brothers were the prizes. Miss Edwards rom Mission Branch won the first prize of $5.00 and MRS. FARRELL won he second prize for $2.50. This raffle added $30.00 to the Staff C. L. A. ntertainment fund.

Many thanks to all who contributed so generously to the success of the ffle and the dinner. My thanks also, to Frank Burke who made all the arrange- nts for the dinner which was enjoyed by all and to Virginia Higginson who repared the raffle.

B. Ruth

6:30 p.m.

Place: The Alouette Restaurant
1121 Polk Street
(Private Dining Room)

Price: $2.75 per person.

All Staff Members and Part-Timers are invited. (You may bring as many guests as you wish).

R.S.V.P. By May 10th at the latest.

Payments for the dinner are payable no later than May 18th. Please send to:

Frank Burke
Social Committee
c/o Branch Room

Tear here and return
- -

SAN FRANCISCO PUBLIC LIBRARY

CIVIC CENTER, SAN FRANCISCO 2

FRIENDS OF THE LIBRARY RECEPTION

May 21, 1951

On May 21st 1951 the Friends of the Library held a reception for Mabel R. Gillis, Retiring California State Librarian. The speaker was Samuel Hume, noted Bay Area Bookman and guests included Luther B. Evans, Librarian of the Library of Congress; Amy Winslow, Assistant Librarian at the Enoch Pratt Library and Clarence Graham, President, A.L.A.

Following the speech by Mr. Hume in the Assembly Room, refreshments were served in the Commissioners Room. Miss Evelyn La Place helped members of the Social Committee with the arrangments for the reception. Members of the Executive Committee and Social [illegible]

ANNOUNCING

STAFF ASSOCIATION'S SPRING DINNER

Time: Sunday Evening, May 20th, 1951,
6:30 p.m.

Place: The Alouette Restaurant
1121 Polk Street
(Private Dining Room)

Price: $2.75 per person.

All Staff Members and Part-Timers are invited. (You may bring as many guests as you wish).

R.S.V.P. By May 10th at the latest.

Payments for the dinner are payable no later than May 16th. Please send to:

Frank Burke
Social Committee
c/o Branch Room

Tear here and return

- -

SAN FRANCISCO PUBLIC LIBRARY

CIVIC CENTER, SAN FRANCISCO 2

FRIENDS OF THE LIBRARY RECEPTION

May 21, 1951

On May 21st 1951 the Friends of the Library held a reception for Mabel R. Gillis, Retiring California State Librarian. The speaker was Samuel Hume, noted Bay Area Bookman and guests included Luther B. Evans, Librarian of the Library of Congress; Amy Winslow, Assistant Librarian at the Enoch Pratt Library and Clarence Graham, President, A.L.A.

Following the speech by Mr. Hume in the Assembly Room, refreshments were served in the Commissioners Room. Miss Evelyn La Place helped members of the Social Committee with the arrangments for the reception. Members of the Executive Committee and Social Welfare Committees arranged and served the refreshments.

Miss Virginia Higginson

Miss Virginia Higginson
Social Committee

Mr. Samuel J. Hume

Noted Specialist on Art and the Theatre

Reception following Commissioners' Room

- -

Social Committee
c/o Virginia Higginson
Order Department

I will attend_____

I will not attend____

Name_____

The San Francisco Public Library Staff Association

in cooperation with

Friends of the Library

and the

San Francisco Library Commission

cordially invites you to attend the opening of

PUBLIC LIBRARY WEEK

Monday evening
8:00 o'clock

May 21, 1951
Assembly Room

Honored Guest

Miss Mabel R. Gillis, State Librarian

Speaker

Mr. Samuel J. Hume

Noted Specialist on Art and the Theatre

Reception following

Commissioners' Room

- -

Social Committee
c/o Virginia Higginson
Order Department

I will attend_____

I will not attend____

Name_____

June 1951

To: Staff Association Members

From: Executive Committee

Enclosed are the amendments which were recently passed by a majority vote and became effective April 12, 1951.

Please being your copy of the Staff Association Constitution and By-Laws up to date by attaching these amendments therto.

Treasurer who shall serve one year. The Secretary-Treasurer shall be selected by the members of the Executive Committee. The Chairman and the Secretary-Treasurer of the Executive Committee shall be known as the President and the Secretary-Treasurer of the Staff Association.

The Secretary-Treasurer shall keep minutes and collect dues.

Duties of the Executive Committee

A. It shall make recommendations on matters relating to general working conditions affecting the interests and well-being of the members of the Staff Association.
B. It shall further relationships with other employee and professional organizations.
C. It shall promote social activities of the Staff Association.

(Amended April 12, 1951)

AMENDMENT No. 1 TO BY-LAW 7

7. The occasions on which the Staff Association shall send a suitable expression are:
   - Marriage
   - Resignation after five years
   - Retirement
   - Death of a Staff Member
   - Death of a member of a Staff Member's immediate family (Added April 12, 1951)

AMENDMENTS TO THE CONSTITUTION AND BY-LAWS OF THE SAN FRANCISCO PUBLIC LIBRARY STAFF ASSOCIATION

AMENDMENT No. 1 TO ARTICLE IV. SECTION 1 OF THE CONSTITUTION

1. Executive Committee.
   The Officers shall be a Chairman and a Secretary-Treasurer who shall serve one year. The Secretary-Treasurer shall be selected by the members of the Executive Committee. The Chairman and the Secretary-Treasurer of the Executive Committee shall be known as the President and the Secretary-Treasurer of the Staff Association.

   The Secretary-Treasurer shall keep minutes and collect dues.

   Duties of the Executive Committee
   A. It shall make recommendations on matters relating to general working conditions affecting the interests and well-being of the members of the Staff Association.
   B. It shall further relationships with other employee and professional organizations.
   C. It shall promote social activities of the Staff Association.

   (Amended April 12, 1951)

AMENDMENT No. 1 TO BY-LAW 7

7. The occasions on which the Staff Association shall send a suitable expression are:
   - Marriage
   - Resignation after five years
   - Retirement
   - Death of a Staff Member
   - Death of a member of a Staff Member's immediate family (Added April 12, 1951)

AMENDMENT No. 1 TO BY-LAW 8

8. The following scale shall be adhered to as closely as possible for Staff expenditures. Staff Members shall receive appropriations for gifts relative to the length of time they have been members of the Staff Association:

1 to 3 years	- - - $2.50
3 to 5 "	- - - $5.00
5 to 8 "	- - - $7.00
8 to 10 "	- - -$10.00
10 to 13 "	- - -$12.50
13 to 15 "	- - -$15.00
15 to 18 "	- - -$17.50
18 to 20 "	- - -$20.00
20 to 25 "	- - -$25.00
25 years & over	- -$30.00

Exceptions to the above: (Added April 12, 1951)

The Appropriation for an expression of sympathy on the occasion of death shall not exceed $10.00 for a member of the Staff and $5.00 for a member of his or her immediate family. Expressions of sympathy shall be either floral piece or appropriate memorial offering.

A Staff Member shall not receive more than one gift within a period of two years. After that time the appropriation for a second gift shall be made according to the number of years he or she has worked since he or she received his or her first gift.

June 5, 1951

Mr. Frank Moitoza, Jr., Secretary
S.F. Federation of Municipal Employees
995 Market Street
San Francisco 3, California

Dear Mr. Moitoza:

It gives me great pleasure to submit the enclosed three applications from members of our staff for membership to the Municipal Federation of Employees.

I would appreciate it very much if you would send about 100 application blanks at your earliest convenience. Please address these to me at the Reference Department, Main Library. The Staff Association is going to stage a Federation membership campaign in which it hopes to win many new friends for your organization. We shall always be grateful to you for the assistance you gave us in the salary standardization hearings matters, and we sincerely hope that our campaign will prove to be successful.

Sincerely,

(Miss) Edeltraut Raith, President
Staff Association
San Francisco Public Library
Civic Center
San Francisco 2, California

New members:
1- Dolores Cadell
2- William Fawcett
3- Harold Brown

June 5, 1951

Health Service Board
Suite 305, Civic Auditorium
61 Grove Street
San Francisco 2, California

Gentlemen:

We would like to go on record as protesting the arbitrary action of the Health Service Board relative to the filling of the recent Board vacancy which was created by the resignation of Mr. James J. O'Brien on May 22, 1951.

Charter Section 172.1, Subdivision 2, states that "the health service board shall consist of nine members elected by the members of the system ... Vacancies shall be filled for the unexpired term by a majority bote of the remaining members of the board" ... and Section 19 of the Charter defining the powers and duties of the boards states that a majority vote specified by this Charter for any board shall mean a majority of all the members of such board.

In view of the above, we fail to see how the Board can fill a vacancy legally on the basis of a 4-2 vote, as is the case in the instance of Mr. Norman Baker's being appointed to fill Mr. O'Brien's vacancy, when the majority requires five votes.

We are unable to understand the Board's infraction of the Charter, and we urge that the Board take the necessary steps to remedy this situation.

Sincerely,

(Miss) Edeltraut Raith, President
Staff Association
San Francisco Public Library
Civic Center
San Francisco 2, California

OFFICERS

MA A. BAKER
SIDNT

A. S. KEENAN, M. D.
MEDICAL DIRECTOR

N DEAN
INS.

ZELLA B. HAYNES
SECRETARY

HEMLOCK 1-7100
62

BOARD OF DIRECTORS

NORMAN A. BAKER
PARK - REC. DEPT.

ROBERT F. BEST
WATER DEPARTMENT

GEORGE W. CUNIFFE
HEALTH DEPARTMENT

JOHN M. DEAN
DISTRICT ATTORNEY

JOSEPH F. KELLY
PUBLIC WORKS DEPT.

ALLEN L. KILKEARY
FIRE DEPARTMENT

JOSEPH A. MURRAY
POLICE DEPARTMENT

JAMES J. O'BRIEN
MUNICIPAL RAILWAY

RICHARD J. RYALL
BOARD OF EDUCATION

HEALTH SERVICE SYSTEM

CITY AND COUNTY OF SAN FRANCISCO

61 GROVE STREET, SUITE 305
SAN FRANCISCO 2, CALIFORNIA

July 3, 1951

Miss Edeltraut Raith, President
San Francisco Public Library Staff Assn.
Civic Center
San Francisco 2, Calif.

Dear Miss Raith:

Your letter to the Health Service Board dated June 5th, 1951, was presented at the June meeting of the Board. In the opinion of counsel for the Health Service Board, there were only seven qualified directors following the resignation of Mr. James J. O'Brien, and therefore the vote on Mr. Baker's election was in conformance with the charter. No action was taken on your letter since, at the June meeting, Mr. John O'Marie served a petition for Writ of Mandamus to determine the point at issue.

Yours very truly,

Zella B. Haynes

Secretary Health Service Board

h

STAFF ORGANIZATIONS ROUND TABLE
American Library Association

Dear SORT member:

According to Article IV, Section 3 of the SORT Constitution: "Representation and voting power at the annual meeting shall be on the basis of one for the first fifty members or fraction thereof and one additional for each 100 or major fraction (51) thereof. No organization shall be entitled to more than five delegates," that is,

membership	1-100	- 1 delegate *
	101-200	- 2 delegates
	201-300	- 3 delegates
	301-400	- 4 delegates
	401-over	- 5 delegates

Will you please send to me by June 17, the names of your delegates? Will you also indicate if all or some of your delegates are willing to help man the SORT Exhibit Booth at A.L.A. in Chicago by being at the Booth for an hour or two during the week? Those delegates willing to serve will please report at the SORT Booth, Monday, July 9, for assignments. Any free materials you may care to donate for distribution at the Booth (such as extra copies of staff bulletins, manuals, etc.) will be greatly appreciated. Bring them with you to A.L.A.

Enclosed are official certification cards for your delegates according to the membership record. If your membership has increased, notify me. Please have the cards properly filled in for presentation at the annual meeting in order to vote.

June 5, 1951

Miss Dorothy Heiderstadt
Secretary-Treasurer, SORT
Louis George Branch Library
25th & Holmes Streets
Kansas City 8, Missouri

Dear Miss Heiderstadt:

Enclosed please find the tear-off slip taken from your recent correspondence in regard to the matter of delegate from our Staff Association to SORT at the forthcoming ALA convention in Chica go.

Miss Edeltraut E. Raith, President of our Staff Association, has been authorized by the Executive Committee as delegate. Miss Raith is willing to serve at SORT's Exhibit Booth at ALA, and will report at the Booth on Monday, July 9th, for assignment.

We regret to advise that we have no material to donate for distribution.at the Booth this year. After an absence of many years, our staff paper is again making its appearance, but it is still in a preliminary stage as regards the format, with which we a re still experimenting. Although our experiments as such might prove of interest to other staff associations which are starting their bulletin, we unfortunately have no extra copies available at this time. The Executive Committee finds an urgent need for a staff association committees' procedure manual. This project, however, is in a rudimenta ry stage in that we are assembling data on suggestions and problems as we encounter them. In time, the data will be compiled into manual form.

We have received the official certification card fr our delegate, and thank you for same.

Sincerely,

(Miss) Versa Cullen, Sec.-Treas.
Staff Association
San Francisco Public Library
Civic Center
San Francisco 2, California

June 11, 1951

Mr. Wesley McKee, President
Municipal Improvement League
Bureau of Engineering
City Hall, Civic Center
San Francisco 2, California

Dear Mr. McKee:

Please be advised that Miss Anne Scofield has been selected by the San Francisco Public Library Staff Association's Executive Committee to serve as delegate to the Municipal Improvement League.

Miss Scofield takes the place of our previous delegate, Miss Marion McCarthy.

Name of Staff Organization San Francisco Public Library Staff Association

Delagates * (Miss) Edeltraut E. Raith

* indicates delegate willing to serve at SORT Booth.

Please mail to : Miss Dorothy Meiderstadt, Sec.-Treas. SORT
Louis George Branch Library
25th & Holmes Streets
Kansas City 8, Missouri

COPY

June 11, 1951

Mr. Wesley McKee, President
Municipal Improvement League
Bureau of Engineering
City Hall, Civic Center
San Francisco 2, California

Dear Mr. McKee:

Please be advised that Miss Anne Scofield has been selected by the San Francisco Public Library Staff Association's Executive Committee to serve as delegate to the Municipal Improvement League.

Miss Scofield takes the place of our previous delegate, Miss Marion McCarthy.

Kindly direct communications to Miss Scofield at 568-28th Ave.

Sincerely,

(Miss) Edeltraut Raith, President
Staff Association
San Francisco Public Library
Civic Center
San Francisco 2, California

June 11, 1951

Miss Anne Scofield
Order Department
San Francisco Public Library
Civic Center
San Francisco 2, California

Dear Miss Scofield:

I herewith wish to confirm our recent conversation in which you accepted the Executive Committee's appointment as delegate to the Municipal Improvement League.

The "League" has been advised of your appointment, and has been instructed to direct its communications to you.

Thank you for accepting the appointment. We shall look forward to hearing from you regarding "League" matters.

Sincerely,

Edeltraut Raith, President
Staff Association
San Francisco Public Library
Civic Center
San Francisco 2, California

June 29, 1951

Miss Dorothy Heiderstadt
Secretary-Treasurer, SLRT
Louis George Branch Library
25th & Holmes Streets
Kansas City 8, Missouri

Dear Miss Heiderstadt:

Enclosed please find the recently adopted amendments to our Staff Association Constitution. Kindly bring your copy of our Constitution up to date by attaching the amendments thereto. Thank you.

Sincerely,

(Miss) Edeltraut E. Raith, President
Staff Association
San Francisco Public Library
Civic Center
San Francisco 2, California

July 9, 1951

Public Library Staff Association
San Francisco Public Library
Civic Center
San Francisco, California

Ladies and Gentlemen:

The Committee to Improve the Health Service System is seeking the financial support of the employees through the r various employee organizations. This support is necessary to finance legal action which had to be taken to force the Health Service Board to seat John O'Marie, the new member of the Board, who received the most votes in the recent election. Another action is pending to unseat Mr. Baker who was elected without the required majority. Both of these matters were referred to the City Attorney and he has indicated that the actions of the Health Service Board are not proper in refusing to seat Mr. O'Marie and unseat Mr. Baker.

You will recall that the Committee to Improve the Health Service System came into being over a year ago when the last increase in contributions was made by the Health Service Board. The committee was formed because of a protest from employees and a desire to establish a more comprehensive system. The committee worked very hard; has studied health plans in private and public employment and under union contracts; has developed an excellent indemnification plan in which nearly 5,000 employees showed an interest and has elected two new members to the Health Service Board, defeating two incumbents. All this was done without requesting your financial support, although many offers of assistance were received.

We have now reached the point where the matter has gone beyond our small committee. It has reached a point where the whole system is endangered by an administration which is more concerned with supporting its self-esteem than it is in improving a health plan for all employees. We are now faced not only with a flat refusal to accept the demands of the employees, evidenced by the recent election, but by a possible increase in rates and a decrease in the value of the medical unit. None of these proposals carries anything which can be said to be for the betterment of the employees.

The committee considered very carefully the whole matter before taking legal action. It was discussed informally with vario s employees and it seemed to be the consensus of opinion that we should pursue the matter to a successful finish. To do this requires money. It seems to us that this is a matter which every employee organization should do its utmost to support. There has been a cry for a long time about conditions under the Health Service System but until our committee was formed no concerted effort was made to improve the situation. We have made successful strides in the right direction and we need your support to continue our program.

We ask therefore that you contribute to the legal fund a sum of $25. An estimate of the probable legal expenses has been made and prorated among the various employee organizations according to size. Mr. Joseph F. McElligott, Board of Education, is Treasurer of the committee and checks should be made payable to him. Mr. Albert Okelly, Attorney-at-Law, formerly of the City Attorney's office, and thoroughly conversant with the charter and laws pertinent to our problems, has been retained by the committee.

We look forward to your cooperation and assistance as we know that your group is formed for the purpose of supporting the interests of employees. A health plan is a major interest and one which should be uppermost in your program.

Thank you for your courtesy.

Very truly yours

B. A. Devine

B. A. Devine
Chairman, Committee to Improve
the Health Service System

Public Library Staff Association

Ladies and Gentlemen:

The Committee to Improve the Health Service System is seeking the financial support of the employees through their various employee organizations. This support is necessary to finance legal action which had to be taken to force the Health Service Board to seat John O'Marie, the new member of the Board, who received the most votes in the recent election. Another action is pending to unseat Mr. Baker who was elected without the required majority. Both of these matters were referred to the City Attorney and he has indicated that the actions of the Health Service Board are not proper in refusing to seat Mr. O'Marie and unseat Mr. Baker.

You will recall that the Committee to Improve the Health Service System came into being over a year ago when the last increase in contributions was made by the Health Service Board. The committee was formed because of a protest from employees and a desire to establish a more comprehensive system. The committee worked very hard; has studied health plans in private and public employment and

Public Library Staff Association

Ladies and Gentlemen:

The Committee to Improve the Health Service System is seeking the financial support of the employees through their various employee organizations. This support is necessary to finance legal action which had to be taken to force the Health Service Board to seat John O'Marie, the new member of the Board, who received the most votes in the recent election. Another action is pending to unseat Mr. Baker who was elected without the required majority. Both of these matters were referred to the City Attorney and he has indicated that the actions of the Health Service Board are not proper in refusing to seat Mr. O'Marie and unseat Mr. Baker.

You will recall that the Committee to Improve the Health Service System came into being over a year ago when the last increase in contributions was made by the Health Service Board. The committee was formed because of a protest from employees and a desire to establish a more comprehensive system. The committee worked very hard; has studied health plans in private and public employment and under union contracts; has developed an excellent indemnification plan in which nearly 5,000 employees showed an interest and has elected two new members to the Health Service Board, defeating two incumbents. Al this was done without requesting your financial support, although many offers of assistance were received.

We have now reached the point where the matter has gone beyond our small committee. It has reached a point where the whole system is endangered by an administration which is more concerned with supporting its self-esteem than it is in improving a health plan for all employees. We are now faced not only with a flat refusal to accept the demands of the employees, evidenced by the recent election, but by a possible increase in rates and a decrease in the value of the medical unit. None of these proposals carries anything which can be said to be for the betterment of the employees.

The committee considered very carefully the whole matter before taking legal action. It was discussed informally with various employees and it seemed to be the consensus of opinion that we should pursue the matter to a successful finish. To do this requires money. It seems to us that this is a matter which every employee organization should do its utmost to support. There has been a cry for a long time about conditions under the Health Service System but until our committee was formed no concerted effort was made to improve the situation. We have made successful strides in the right direction and we need your support to continue our program.

We ask therefore that you contribute to the legal fund a sum of $25. An estimate of the probable legal expenses has been made and prorated among the various employee organizations according to size. Mr. Joseph P. McWilliams, Board of Education, is Treasurer of the committee and checks should be made payable to him. Mr. Albert Skelly, Attorney-at-Law, formerly of the City Attorney's office, and thoroughly conversant with the charter and laws pertinent to our problems, has been retained by the committee.

We look forward to your cooperation and assistance as we know that your group is formed for the purpose of supporting the interests of employees. A health plan is a major interest and one which should be uppermost in your program.

Thank you for your courtesy,

Very truly yours,

(signed) B. A. Devine
Chairman, Committee to Improve
the Health Service System

****

IN ORDER TO MEET THE REQUEST AS PER THE ABOVE, EACH STAFF MEMBER WHO BELONGS TO THE HEALTH SERVICE SYSTEM IS ASKED TO CONTRIBUTE 50¢. KINDLY REMIT NO LATER THAN AUGUST 23rd, IN THE ENVELOPE PROVIDED FOR YOUR CONVENIENCE. THANK YOU.

EXECUTIVE COMMITTEE
STAFF ASSOCIATION
AUGUST 10, 1951

August 18, 1961

Mr. D.A. Devine, Chairman
Committee to Improve the
Health Service System
Bureau of Light, Heat and Power
423 Mason Street
San Francisco, California

Dear Mr. Devine:

I herewith wish to confirm our recent telephone conversation in which I advised you of our delayed receipt of your letter dated July 9th.

We regret to advise that the quota of $25.00 which you stipulated in your letter as the Public Library's prorata contribution toward your committee's legal fund which is to be expended for legal aid in the matters of the seating and the meeting on the Health Service Board of Lazzro, John O'Toole and Norman Baker, respectively, was not met. However, we ask that you accept the sum of $15.00 which has been forwarded to your committee's treasurer, Mr. Joseph F. McElligott.

Sincerely,

(Miss) Edeltraut Raith, President
Staff Association
San Francisco Public Library
Civic Center
San Francisco 2, California

August 24, 1951

Mr. Joseph I. McElligott
Treasurer, Committee to Improve
the Health Service System
c/o Board of Education
Civic Auditorium
Civic Center
San Francisco 2, California

Dear Mr. McElligott:

Enclosed please find U.S. Postal Money Order [illegible] in the amount of $15.00. This sum represents the Public Library's pro-rata contribution toward your committee's legal fund which is to be expended for legal aid in the matters of the seating and the unseating on the Health Service Board of Messrs. John O'Hara and Norman Salyer, respectively.

Sincerely,

(Miss) Edeltraut Roth, President
Staff Association
San Francisco Public Library
Civic Center
San Francisco 2, California

August 24, 1951

ECRETARY VERSE –

Below is the breakdown of the staff's
ntribution towards the Committee to Improve
e Health Service System's legal fund to be
provided for legal aid in the matters of the
cating and the inspecting on the Health Service
ound of Messrs. John O'Hearn and Norman
eker, respectively. These figures should be
tered in our financial record under the
te of August 24th.

Staff members' contribution $15.50

disbursement . . . . . -15.28

US Postal Money Order #325,387 . . $15.00
fee for money order 25
stamp 03
15.28

balance (returned to S.A. cash box) 22

– Treat

money order stub is attached

October 1[illegible], 1951

Checked with Mr. Devine to ascertain if our $15.00 contribution had been received by his treasurer... we have not received acknowledgement to date.

Mr. Devine advised that our contribution had been received, and that he will ask Mr. McElligott to write us a letter to that effect.

The group has been inactive for the past two months due to vacations, Mr. Devine advised that he would contact either Miss McCarthy or me regarding any new developments so that these could be incorporated in the staff bulletin, or mentioned at the annual meeting.

Will advise Miss McCarthy.

SAN FRANCISCO PUBLIC LIBRARY STAFF ASSOCIATION

EXECUTIVE COMMITTEE MEETING #5

N THURSDAY MORNING, AUGUST 2, 1951, AT 9:40 A.M., STAFF ASSOCIATION RESIDENT, MISS EDELTRAUT RAITH, CALLED TO ORDER THE FIFTH MEETING OF HE EXECUTIVE COMMITTEE IN THE COMMISSIONERS' ROOM AT THE MAIN LIBRARY. LL MEMBERS WERE PRESENT.

HE PURPOSE OF THE MEETING WAS TO TAKE CARE OF OLD AND NEW BUSINESS S FOLLOWS:

1) SECRETARY-TREASURER'S REPORT

T WAS MOVED THAT THE MINUTES OF THE PREVIOUS MEETING BE DISPENSED WITH N ORDER TO ALLOW TIME FOR BUSINESS AT HAND.

ISS CULLEN, SECRETARY-TREASURER, GAVE A FINANCIAL REPORT ENCOMPASSING HE PERIOD FROM OUR LAST MEETING (MARCH 6TH) TO DATE. TEH COMPLETE REAKDOWN IS SHOWN IN THE FINANCIAL REPORT, THE NET TOTAL CASH ON AND AS OF AUGUST 2ND BEING $258.29.

T WAS ADVISED THAT MRS. ESTHER SCOTT JOINED THE STAFF ASSOCIATION. URTHERMORE, MR. WILLIAM SANSBURN HAD BEEN EXTENDED AN INVITATION TO OIN. MRS. TOM, MISS PEART, AND MR. GOLUMB, NEW X42 LIBRARIANS, WILL ECEIVE INVITATIONS.

2) SALARY INCREASE MATTERS

ARCH 7TH. THE EXECUTIVE COMMITTEE WROTE A LETTER TO THE BOARD OF UPERIVISORS ON BEHALF OF MRS. LOUISE SWIFT'S BEHALF ASKING THAT THE OARD NOT DISTURB THE $40.00 DIFFERENTIAL BETWEEN THE J56 AND J54 OOK REPAIRER CLASSIFICATIONS. MRS. BEATRICE HUGO, OF THE EXECUTIVE OMMITTEE, WROTE THE LETTER AND RECEIVED MISS RAITH'S OKAY TO SIGN HE LATTER'S NAME AS PRESIDENT OF THE STAFF ASSOCIATION, PER MRS.'S UGO'S INITIALS.

5) COMMUNICATIONS REGARDING STAFF DELEGATE TO ALA CONFERENCE IN CHICAGO, JULY 8-14

ARCH 6TH. LETTER TO MR. CLARKE, CITY LIBRARIAN, ASKING HIM TO ADVISE T A STAFF DELEGATE WILL BE SENT TO THE CONFERENCE.

ARCH 8TH. LIBRARY COMMISSION'S AFFIRMATIVE REPLY RECEIVED.

ARCH 23RD. LETTER OF THANKS TO LIBRARY COMMISSION FOR APPROVING STAFF ELEGATE.

ARCH 23RD. LETTER OF THANKS TO MR. CLARKE REGARDING APPROVAL OF STAFF ELEGATE, AND ALSO REQUESTING STAFF DELEGATE TO BE NAMED.

ARCH 28TH. MR. CLARKE ADVISES VIA MISS DEANDREIS THAT STAFF DELEGATE S MISS EDELTRAUT RAITH.

4) COMMUNICATIONS FROM STAFF

PRIL 10TH. LETTER RECEIVED FROM MR. JAMES CLEGHORN, ETAL, REGARDING HE FEASIBILITY OF A MONTHLY BULLETING NAMING ARRIVALS AND DEPARTURES F STAFF MEMBERS.

AY 14TH. LETTER TO MR. JAMES CLEGHORN, ETAL, ADVISING THAT THE SSUING OF SUCH INFORMATION, ALREADY CONTEMPLATED BY THE EXECUTIVE OMMITTEE, WILL BE INCORPORATED INTO THE QUARTERLY STAFF PUBLICATION. RS. EDITH ROSENLUND ADVISED THE STAFF ASSOCIATION OF THE ARRIVAL F GLENISE EDITH. IT WAS MOVED THAT A CONGRADULATORY NOTE BE SENT Y THE SOCIAL COMMITTEE.

5) ALA 75TH ANNIVERSARY CONTEST

AY 10TH. MISS ANNE FARRELL, PUBLIC RELATIONS OFFICE AND MEMBER OF HE WELFARE COMMITTEE, ASKED STAFF ASSOCIATION BACKING IN ADVERTISING HE ALA 75TH ANNIVERSARY CONTEST. TEN LETTERS WERE TYPED AND MAILED O CALIFORNIA LIBRARIANS, ASKING THEM, IN TURN, TO CONTINUE THE CHAIN.

6) PROPOSED AMENDMENTS TO STAFF ASSOCIATION CONSTITUTION AND BY-LAWS

ITERATURE PREPARED BY THE EXECUTIVE AND WELFARE COMMITTEES CONCERNING ROPOSED AMENDMENTS TOGETHER WITH THE BALLOT WERE SENT TO ST AFF SSOCIATION MEMBERS (TOTAL AT THIS TIME:69.) FIFTY BALLOTS WERE CAST. ELLERS, MISS BERNICE COSGROVE (RECORDAK) AND MR. HAROLD BROWN REFERENCE DEPARTMENT), APPOINTED BY THE EXECUTIVE COMMITTEE FOR HIS OCCASSION, TALLIED THE VOTES AND REPORTED MR. WILLIAM RAMIREZ, ELFARE COMMITTEE MEMBER, WHO IN TURN REPORTED TO MISS COLLOPY, WELFARE OMMITTEE CHAIRMAN, THAT THE PROPOSED AMENDMENTS WERE PASSED UNANIMOUSLY. TAFF ASSOCIATION MEMBERS WERE SO INFORMED VIA THE QUARTERLY BULLETIN, ND THE NEW AMENDMENTS WERE DISTRIBUTED TO MEMBERS FOR ATTACHMENT TO HEIR COPY OF THE CONSTITUTION. A COPY WAS ALSO SENT TO SORT IN RDER TO BRING THEIR COPY OF OUR CONSTITUTION UP-TO-DATE.

7) HEALTH SERVICE SYSTEM

ARCH 2ND. LETTER FROM HEALTH SERVICE BOARD ADVISED THE FORMATION OF COMMITTEE COMPOSED OF DELEGATES FROM ALL CITY DEPARTMENTS FOR THE ETTERMENT OF THE PRESENT HEALTH PROGRAM, AND ASKING THAT THE LIBRARY END A DELEGATE.

ARCH 13TH. EXECUTIVE COMMITTEE SELECTED MISS MARION MCCARTHY AS ELEGATE PER TELEPHONIC APPROVAL.

ARCH 14TH. LETTER TO HEALTH SERVICE BOARD ADVISING MISS MCCARTHY OUR ELEGATE.

ARCH 14TH. LETTER TO MISS MCCARTHY CONFIRMING EXECUTIVE COMMITTEE'S ELEPHONIC APPOINTMENT AS DELEGATE...INCLUDED COPY OF BOARD'S LETTER MARCH 2ND FOR HER REVIEW.

ARCH 14TH. MEMO TO ALL MAIN DEPARTMENTS AND BRANCHES ADVISING MISS CCARTHY'S BEING DELEGATE, AND ASKING THAT SUGGESTIONS BE SENT TO HER.

ARCH 22ND. LETTER FROM HEALTH SERVICE BOARD ADVISES 1ST MEETING TO E HELD ON APRIL 26TH. MISS MCCARTHY ADVISED.

PRIL 26TH. ABSTRACT OF MINUTES OF THE FIRST MEETING OF SPECIAL OMMITTEE OF HEALTH SERVICE BOARD WITH DELEGATES OF EMPLOYEE ORGANIZATIONS TO CONSIDER POSSIBLE IMPROVEMENTS IN PLAN I OF HEALTH SERVICE SYSTEM SUBMITTED TO MISS RAITH BY MISS MCCARTHY.

JULY 3RD. HEALTH SERVICE BOARD'S LETTER IN ANSWER TO OURS OF JUNE 5TH RECEIVED.

B) COMMITTEE TO IMPROVE THE HEALTH SERVICE SYSTEM

ARCH 29TH. MR. B. A. DEVINE, CHAIRMAN OF THIS COMMITTEE, ASKED MISS AITH TO SIGN A PETITION IN THE NAME OF THE SAN FRANCISCO PUBLIC LIBRARY COMMENDING THE THREE CANDIDATES RUNNING FOR HEALTH SERVICE BOARD LECTION, THESE THREE BEING SYMPATHETIC WITH THE CHANGING OF THE RESENT SYSTEM. MISS RAITH WAS NTO ABEL TO TAKE THIS MATTER UP WITH . CLARKE (OUT OF TOWN.) WHEN MR. CLARKE WAS AVAILABLE, IT WAS TOO TE TO PROCURE A STAFF ASSOCIATION VOTE AS TO WHETHER OR NOT THE MBERSHIP WOULD APPROVE THE RECOMMENDING OF THE CANDIDATES (DEADLINE, RIL 15TH)

SS MCCARTHY HAS BEEN ATTENDING THIS COMMITTEE'S MEETINGS ON THE IPROVEMENT OF THE PRESENT HEALTH SET UP (THESE MEETINGS ARE NOT TO CONFUSED WITH THOSE EMANATING FROM THE HEALTH SERVICE SYSTEM, WHICH SHE IS ALSO DELEGATE.)

LY 9TH. LETTER OF THIS DATE TO THE STAFF ASSOCIATION FROM CHAIRMAN VINE REACHED MISS RA ITH ALMOST A MONTH LATER (LOST IN THE SHUFFLE EN ROUTED TO WRONG PERSON.) LETTER ASKED A CONTRIBUTION FROM THE BRARY IN THE AMOUNT (PRORATED AMONG CITY EMPLOYEE GROUPS) OF $25.00 R LEGAL FEES NECESSARY TO FORCE THE HEALTH SERVICE BOARD TO CORRECT EIR ERRORS REGARDING THE FILLING OF RECENT BOARD VACANCIES. THE ECUTIVE COMMITTEE DECIDED THAT SUCH MONEY WAS NOT TO BE TAKEN FROM AFF ASSOCIATION FUNDS, ESPECIALLY BECAUSE THE MATTER INVOLVED IN THE NTRIBUTION IS A CONTRAVERSIAL ONE. CONTRIBUTIONS WILL BE ASKED OF AFF MEMBERS WHO BELONG TO THE HEALTH SERVICE SYSTEM.

E EXECUTIVE COMMITTEE FELT THAT OTHER HEALTH PLANS SHOULD BE CHECKED THE EVENT THE PRESENT SYSTEM WAS COMPLETELY DEBUNKED. MR. BOLAND ID HE WOULD CHECK THE GILBERT PLAN.

) MUNICIPAL IMPROVEMENT LEAGUE

Y 9TH. MISS MARION MCCARTHY ADVISED THAT SHE WOULD LIKE TO BE RELIEVED DELEGATE TO THE MUNICIPAL IMPROVEMENT LEAGUE ON THE GROUNDS AT SHE IS ALREADY A DELEGATE IN ANOTHER CAPACITY (HEALTH SERVICE SYSTEM, D COMMITTEE TO IMPROVE HEALTH SERVICE SYSTEM)

Y 30TH. EXECUTIVE COMMITTEE APPOINTES MISS ANNE SCHOFIELD AS MIL LEGATE.

NE 11TH. MISS SCHOFIELD ACCEPTS APPOINTMENT AS DELEGATE.

NE 11TH LETTER TO MR. WESLEY MCKEE, PRESIDENT OF MIL, ADVISING MISS HOFIELD OUR NEW DELEGATE.

NE 11TH. LETTER TO MISS SCHOFIELD CONFIRMING HER APPOINTMENT.

O) FRIENDS OF THE LIBRARY MAY 21, 1951

Y 16TH. MRS. JOSEPH ALLEN, SECRETARY OF THE LIBRARY COMMISSION NFERRED WITH MISS RAITH FOR THE PURPOSE OF ASKING THE COOPERATION THE STAFF ASSOCIATION IN TAKING PART IN THE FRIENDS OF THE LIBRARY'S BLIC LIBRARY WEEK FESTIVITY. MR. ALLEN ADVISED THAT ON THE EVENING MAY 21ST, THE FRIENDS WOULD HONOR MISS MABEL R. GILLIS, RETIRING ATE LIBRARIAN, AND THAT MR. SAMUEL HUME WOULD BE THE SPEAKER. HE ASKED AT THE STAFF ASSOCIATION AGAIN RENDER ITS SERVICES IN THE SERVING REFRESHMENTS. PROFESSIONAL INVITATION LETTER WHICH WAS MINEOGRAPHED D DISTRIBUTED BY THE STAFF AS SOCIATION. IT WAS AGREED THAT THE AR-OFF RSVP WAS TO BE ADDRESSED TO MISS VIRGINIA HIGGINSON (SOCIAL

OMMITTEE MEMBER), AND SHE WOULD KEEP MR. ALLEN ADVISED OF THE RETURNS. ISS BETTY RETHMEYER, CHAIRMAN OF THE SOCIAL COMMITTEE, WAS CONTACTED EGARDING THE MANAGEMENT OF PLANS. MISS RAITH ADVISED HER THAT ALL EMBERS OF BOTH THE EXECUTIVE AND WELFARE COMMITTEES WOULD BE ON HAND O HELP SERVE REFRESHMENTS. FOR FURTHER COMMENTS REFER TO THE SOCIAL OMMITTEE'S REPORT OF THIS EVENT.

11) FEDERATION OF MUNICIPAL EMPLOYEES

ARCH 14TH. LETTER TO MR. FRANK MOITOZA, JR., WXECUTIVE SECRETARY OF HE FEDERATION OF MUNICIPAL EMPLOYEES, ADVISING HIM OF THE APPOINTMENT F STAFF ASSOCIATION DELEGATE MISS HARRIET COLLOPY, AND ALTERNATE ELEGATE MISS BARBARA STEVENS.

AY 18TH. LETTER THANKING THE FEDERATION FOR ITS HELP IN THE RECENT ALARY STANDARDIZATION MATTERS IN REGARD TO THE X-LIBRARIAN AND J54 ND 56 BOOK REPAIRERS. (THIS LETTER APPEARED IN THE FEDERATION'S DIGEST" IN JUNE)

UNE 5TH. LETTER TO THE FEDERATION ASKING FOR MEMBERSHIP APPLICATION LANKS TO BE USED IN A FUTURE FEDERATION MEMBERSHIP CAMPAIGN. SINCE HE BEGINNING OF OUR TERM OF OFFICE, SIX STAFF MEMBERS JOINED THE EDERATION.

ULY ISSUE OF THE "DIGEST" CARRIED A SPLENDID ARTICLE ABOUT MISS HARRIET OLLOPY IN CONNECTION WITH HER (TEMPORARY) "HEADSHIP" OF THE NEW PARKSIDE RANCH, AND ALSO TOLD OF HER PROFESSIONAL AND EXPACURRICULAR ACTIVITIES

12) CIVIL SERVICE ASSOCIATION

HE EXECUTIVE COMMITTEE HAS BN HAND THE LATEST CIVIL SERVICE COMMISSION ULES WHICH WERE PUBLISHED IN THE CIVIL SERVICE ASSOCIATION'S WEEKLY MUNICIPAL REVIEW".

AY 18TH. LETTER THANKING THE CIVIL SERVICE ASSOCIATION FOR ITS HELP N THE RECENT SALARY STANDARDIZATION MATTERS IN REGARD TO THE X-LIBRARIAN AND J54 AND 56 BOOK REPAIRERS. (THIS LETTER APPEARED IN HE ASSOCIATION'S JUNE 15TH ISSUE OF THE "MUNICIPAL REVIEW")

13) STAFF ORGANIZATIONS ROUND TABLE

ARCH 13TH. RECEIVED SORT'S SURVEY ON RETIREMENT AND INSURANCE PLANS, SIX-PAGE QUESTIONNAIRE (WHICH THE EXECUTIVE AND WELFARE COMMITTEE EMBERS TOGETHER WITH THE LIBRARIAN'S OFFICE FILLED OUT) PURPOSE OF HE SURVEY IS TO OBTAIN MORE INFORMATION ON INDIVIDUAL PENSION PLANS F VARIOUS LIBRARIES, AND TO AMPLIFY THE FINDINGS IN THE SUBJECT AS UBLISHED IN ECONOMIC STATUS OF LIBRARY PERSONNEL, ALA, 1951, REPARED BY U.S. DEPT. OF LABOR AND ALA

ARCH 21ST. REQUESTED BROCHURES OF HEALTH PLANS I, II, AND III

ARCH 21ST. REQUESTED BROCHURE FROM RETIREMENT SYSTEM.

ARCH 21ST. REQUESTED BROCHURE FROM RETIREMENT SYSTEM

ARCH 22ND. RECEIVED RETIRMENT SYSTEM BROCHURES

ARCH 30TH. MAILED COMPLETED QUESTIONNAIRE TO SORT TOGETHER WITH ETIREMENT BROCHURES.

PRIL 3RD. RECEIVED HEALTH PLANS BROCHURES.

PRIL 11TH. FORWARDED HEALTH PLAN BROCHURES TO SORT FOR COMPLETION
F SORT'S RECORDS RELATIVE TO OUR COPY OF THE SURVEY.

* * * *

AY 7TH. RECEIVED PROPOSED AMENDMENTS TO SORT'S CONSTITUTION.

AY 8TH. HAVING NO COPY OF SORT'S CONSTITUTION, REQUESTED SAME.

AY 17TH. AMENDMENTS TO SORT'S CONSTITUTION ALONG WITH COPYOF SAID
ONSTITUTION WERE SENT TO EXECUTIVE AND WELFARE COMMITTEE MEMBERS
OR THE PURPOSE OF CASTING THEIR WRITTEN VOTES, COMMENCING MAY 18TH.
HE FINAL RESULTS ARE SHOWN IN THE CORRESPONDENCE CONCERNING THISMATTER.
HESE RESULTS WILL BE GIVEN TO THE STAFF ASSOCIATION'S DELEGATE
SORT WHO WILL REGISTER OUR VOTE AT SORT'S BUSINESS MEETING AT THE
LA CONFERENCE IN CHICAGO.

ORT ASKS ONE NOMINEE FOR SORT'S STEERING COMMITTEE ELECTION. EXECUTIVE
OMMITTEE SELECTED MISS JOSEPHINE GREISBERG AS SAN FRANCISCO PUBLIC
IBRARY'S NOMINEE FOR SORT'S STEERING COMMITTEE. MISS GREISBERG ACCEPTED.

PRIL 24TH. LETTER TO MISS GREISBERG ASKING HER TO SUBMIT A BIOGRAPHICAL
KETCH AND PAST ASSOCIATION ACTIVITIES. (SORT REQUEST SUCH INFORMATION
ROM EACH NOMINEE)

PRIL 26TH. MISS GREISBERG'S LETTER CONTAINING ABOVE DATA RECEIVED.

PRIL 28TH. MISS GREISBERG'S LETTER FORWARDED TO SORT

AY 1ST. SORT ADVISES MISS GREISBERG HAS BEEN ACCEPTED AS CANDIDATE.

AY 3RD. LETTER TO MISS GRESIBERG THINKING HER FOR ACCEPTING THE
OMINATION, AND ADVISING THAT SORT PLACED HER NAME ON THE BALLOT FOR
TEERING COMMITTEE.

ORT SUBMITTED BALLOT. EXECUTIVE AND WELFARE COMMITTEES CHOSE THE
LLOWING BY WRITTEN BOTE COMMENCING MAY 17TH: CARTER, GREISBERG,
OHNSON. THESE RESULTS WILL BE GIVEN TO THE STAFF ASSOCIATION'S
ELEGATE TO SORT WHO WILL REGISTER OUR VOTE AT SORT'S BUSINESS MEETING
THE ALA CONFERENCE IN CHICAGO.

* * * *

ORT ASKS TO RECEIVE NAME OF STAFF ASSOCIATION'S DELEGATE TO SORT'S
USINESS MEETING AT ALA CONFERENCE IN CHICAGO. ALSO ASKS FOR EXTRA
OPIES OF OUR CONSTITUTION, MANUALS, ADN STAFF PAPER FOR DISTRIBUTION
THE SORT BOOTH AT THE CONFERENCE.

Y 19TH. MISS CULLEN RECEIVED EXECUTIVE COMMITTEE'S APPROVAL OF NAMING
ISS RAITH AS DELEGATE

ETTER TO SORT ADVISING MISS RAITH DELEGATE.

* * * *

Y 18TH. RECEIVED LETTERS FROM ATLANTA PUBLIC LIBRARY AND BUFFALO
UBLIC LIBRARY STAFF ASSOCIATIONS SOLICITING VOTES FOR THEIR STEERING
OMMITTEE CANDIDATES.

* * * *

AY 29TH. RELATIVE TO THE COMING CLA CONVENTION INSAN FRANCISCO
E RECEIVED A QUESTIONNAIRE FROM MISS MARGARET HICKMAN (LOS ANGELES
UBLIC LIBRARY, AND SORT STEERING COMMITTEE MEMBER) REGARDING THE
ENTATIVE SORT PROGRAM FOR THE CONVENTION NEXT OCTOBER (RE: TOPICS
OR PANEL DISCUSSIONS, REPORTS; LUNCHEON OR BREAKFAST MEETING; ETC.)

UNE 9TH. COMPLETED QUESTIONNAIRE RETURNED TO MISS HICKMAN AFTER
ONSULTATION WITH EXECUTIVE AND WELFARE COMMITTEE MEMBERS.

* * * *

UNE 1951 BULLETIN FOR SORT MENTIONED THAT WE REPORTED OUR STAFF BULLETIN
S IN PROCESS.

SS RAITH GAVE A SHORT REPORT OF HER EXPERIENCES AS DELEGATE TO
ORT AT ALA'S CHICAGO CONFERENCE.

14) PROCEDURE MANUAL

HE MATTER OF STARTING A PROCEDURE MANUAL WAS TAKEN UP AGAIN. MISS
ULLEN SUGGESTED THAT THE COMMITTEE FOR THIS TASK BE COMPOSED OF THE
HAIRMAN OF EACH OF THE THREE STANDING COMMITTEES OF THE STAFF ASSOCIATION
ISS RAITH IS TO PROCEED WITH THE SETTING UP OF SUCH A MANUAL.

15) WELFARE COMMITTEE

HE WELFARE COMMITTEE CONDUCTED THE BALLOTING FOR THE PROPOSED AMEND-
ENTS TO OUR CONSTITUTION AND BY-LAWS (SEE ITEM #6 OF THESE MINUTES)
ALSO PLAYED A PART IN VARIOUS MATTERS CONCERNING THE STAFF'S WELFARE
S WITNESSED IN THESE MINUTES.)THE PUBLICATION OF THE SECOND QUARTERLY
ULLETIN WAS HIGHLY PRAISED THROUGH OUT THE SYSTEM.

S. EDITH ROSENLUND ADVISED PER LETTER THAT SHE WOULD BE TAKING A
IX-MONTHS LEAVE AND WISHED TO HAND IN HER TEMPORARY RESIGNATION AS
ELFARE COMMITTEE MEMBER PENDING HER RETURN. WILLIAM RAMIREZ (REFERENCE
PT.) ACCEPTS THE EXECUTIVE COMMITTEE'S APPOINTMENT FILLING IN THE
MPORARY VACANCY CREATED BY MRS. EDITH ROSENLUND'S "STORK LEAVE"

16) SOCIAL COMMITTEE

IENDS OF THE LIBRARY EVENING, MAY 21ST. (SEE ITEM #10)

RING-GET-TOGETHER, ENGINEERED BY SOCIAL COMMITTEE CHAIRMAN, MISS
TTY RETHMEYER WAS A HUGH SUCCESS. HER REPORT ON THIS EVENT IS
CLUDED WITH OTHER. THE DINNER SERVED AS A "KICK-OFF" TO PUBLIC
BRARY WEEK. MISS RETHMEYER, TOGETHER WITH HER STAUNCH COMMITTEE
MBERS, MR. FRANK BURKE AND MISS VIRGINIA HIGGINSON ARE TO BE
NGRATULATED FOR THE WONDERFUL MANAGEMENT OF THE AFFAIR, WHICH WAS
OTOGRAPHICALLY PUT ON THE RECORDS.

. CLARKE CONFIRMED THE FACT THAT THE LIBRARY COMMISSIONERS ALWAYS
Y THEIR OWN WAY TO ALL FUNCTIONS OF THE STAFF ASSOCIATION EXCEPT
R THE ANNUAL STAFF CHRISTMAS PARTY, TO WHICH EVENT THEYARE INVITED.

A ENTERTAINMENT FUND. MISS RETHMEYER ADVISED THAT THIS FUND NOW
TALS APPROXIMATELY $172.00. SHE WILL BE REQUESTED TO ADVISE FULL
RTICULARS AS TO THE DISBURSEMENT OF THIS FUND.

I MEMORY OF MRS. MARION RASLING'S HUSBAND AND MISS IRENE CARRETTI'S
THER, FLOWERS WERE SENT, AND A MASS CARD IN MEMORY OF MR. BOB
RNETT'S WIFE.

HE SOCIAL COMMITTEE ADVISED THAT IT HAD SPENT $7.00 IN THE C'SE OF LOWERS FOR THE LATTER MENTIONED ABOVE. THE EXECUTIVE COMMITTEE MOVED HAT, IN ACCORDANCE WITH THE AMENDMENT WHICH WENT INTO EFFECT IN PRIL, NO MORE THAN $5.00 BE APPROPRIATED.

HE SOCIAL COMMITTEE WILL BE ASKED TO SECURE INFORMATION REGARDING HE RESIGNATION DATE OF MRS. MARGARET BROWN SO THAT THE STAFF ASSOCIATION ARTING GIFT MAY BE SENT HER.

POSTCARD WAS RECEIVED FROM MISS LAURA DAVID, ERSTWHILE PART-TIMER.

NEW BUSINESS

1) WOMEN DOCTORS FOR PHYSICAL EXAMINATIONS

T HAS BEEN SUGGESTED THAT A WOMAN PHYSICIAN BE ON THE PANEL OF OCTORS WHO HANDLE THE PHYSICAL EXAMINATIONS RELATIVE TO PROMOTIONAL XAMINATIONS. TEH EXECUTIVE COMMITTEE WILL WRITE A LETTER TO THE IVIL SERVICE COMMISSION MAKING THIS SUGGESTION.

2) MEN'S STAFF ROOM

I VIEW OF THE ONCOMING RE-ALLOCATION OF DEPARTMENTS WITHIN THE MAIN, HAS BEEN SUGGESTED THAT THE MEN'S STAFF ROOM ON THE FIRST FLOOR TAKEN INTO CONSIDERATION FOR A "CLEAN-UP" AND PAINT JOB. WE ARE IFORMED THAT THE PRESENT CONDITIONS ARE VERY POOR. LETTER WILL BE NT TO MR. CLARKE.

3) STAFF ASSOCIATION HEADQUARTERS

WAS SUGGESTED AGAIN THAT WITH THE INTERIOR TRANSFORMATION OF THE IN A SMALL ROOM BE SET ASIDE FOR STAFF ASSOCIATION HEADQUARTERS WHERE ETINGS MAY BE HELD AND THE STAFF ASSOCIATION DESK MAY BE PLACED.

LETTER WILL BE SENT TO MR. CLARKE.

4) STAFF ASSOCIATION'S ANNUAL MEETING IN OCTOBER

SETTING A DATE FOR THE STAFF ASSOCIATION'S ANNUAL MEETING IN OCTOBER, WAS SUGGESTED THAT THE STAFF ASSOCIATION MEMBERS BE SENT A MEMO ATING SEVERAL TENTATIVE DATES AND TIMES (E.G., SUNDAY, OCTOBER 21ST, THURSDAY EVENING, OCTOBER 25TH, BREAKFAST, LUNCHEON, TEA, OR DINNER ETING) AND PRICES OF MEAL FUNCTIONS.

5) NAMING THE STAFF ASSOCIATION QUARTERLY PAPER

SS DOROTHY RICHARD, EXECUTIVE COMMITTEE MEMBER, WAS APPOINTED CHAIR-N TO HEAD THE COMMITTEE (AS YET UNNAMED) WHOSE FUNCTION IT WILL BE SELECT AN APPROPRIATE NAME FOR OUR QUARTERLY PUBLICATION. STAFF SOCIATION MEMBERS WILL BE ASKED TO SUBMIT 10¢ WITH EACH ENTRY BMITTED, THE TOTAL SUM COLLECTED GOING TO THE ONE WHOSE TRY WILL BE CHOSEN AS FINAL.

6) TOKEN OF THANKS TO MISS MURPHY, ETAL

WAS UNANIMOUSLY APPROVED TO PRESENT MISS MURPHY, "ETAL". WITH A LB. BOX OF CANDY IN APPRECIATION OF THE MANY TYPING, MIMEOGRAPHING, G., JOBS WHICH WERE PERFORMED DURING OUR TERM. TEH GIFT WILL BE ESENTED IN OCTOBER.

RE GIFT PACKAGE WILL BE DISCUSSED AT THE FINAL MEETING DEPENDING OUR FINANCIAL STATUS.

GRATITUDES

.00 WAS GIVEN TO MISS E. HAMILTON FOR HER VERY FINE COOPERATION
TIME IN HANDLING OUR COFFEE AND CAKE MORNING BREAK

CLA CONVENTION

WAS SUGGESTED AND THROUGHTLY APPROVED BY THE EXECUTIVE COMMITTEE
GIVE MR. CLARKE $100.00 OR $150.00 TOWARD ENTERTAINMENT FUND
THE C.L.A. CONVENTION.

THERE WAS NO FURTHER BUSINESS, THE MEETING WAS ADJOURNED AT 10:30 AM

RESPECTFULLY SUBMITTED,

Verna Gillen

August 23, 1951

Miss Edeltraut Raith, Chairman,
Executive Committee ,
S.F. Public Library Staff Association,
S.F. Public Library,
San Francisco, 2, California.

Dear Miss Raith,

Might I suggest that the Executive Committee approach Mr. Clarke for funds for the Staff Association entertainment during the coming CLA Convention.

Mr. Clarke informed me that the Staff will entertain three times during the convention. Either one evening or afternoon (exact time still indefinite) at the Fairmont Hotel and one afternoon and morning at the Parkside Branch. We will hold Open House at the Branch and serve coffee, tea, punch and cakes. Liquor will be served at the hotel. The former is inexpensive, but the rental of equipment, etc. is involved. The latter will amount to quite a sum.

Since there is only $150 in the entertainment fund, I fear we will need more money. Perhaps the Commissioners might make a contribution as they did for the ALA Convention.

Your immediate attention and reply to this matter will be greatly appreciated by the Social Committee.

Very truly yours,

Betty Rethmeyer

Chairman, Social Committee

Miss Raith and Miss Rethmeyer discussed the above matter with Mr. Clarke, who advised that refreshments would not be served at Parkside Branch. Consequently, the sum of $150 can be applied in full to the Staff Association's reception at the Fairmont Hotel.

August 17, 1[illegible]

Civil Service Commission
City Hall
Civic Center
San Francisco 2, California

Gentlemen:

It is our understanding that the panel of doctors who serve in the giving of medical examinations to persons having passed the Civil Service entrance or promotional examinations consists entirely of male physicians.

We would appreciate your advising whether or not there is a possibility of including a woman doctor on this panel.

Thank you for your attention in this matter.

Sincerely,

(Miss) Adelaide Smith, President
Staff Association
San Francisco Public Library
Civic Center
San Francisco 2, California

CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION
151 CITY HALL

FRANCIS P. WALSH, PRESIDENT
ONH M. KENNEDY, VICE PRESIDENT
RLES T. MCDONOUGH, COMMISSIONER

August 29, 1951

WILLIAM L. HENDERSON
PERSONNEL DIRECTOR AND SECRETARY
HARRY ALBERT
ASSISTANT PERSONNEL DIRECTOR

(Miss) Edeltraut Raith, President
Staff Association
San Francisco Public Library
Civic Center
San Francisco 2, California

Dear Miss Raith:

In reply to your letter of August 27th concerning physicians employed by the Civil Service Commission to administer medical examinations, this is to inform you that the panel of doctors employed by the Commission does include a woman physician.

Very truly yours

CIVIL SERVICE COMMISSION

Harry Albert

Harry Albert
Assistant Personnel Director

HA/gjk

San Francisco Federation of Municipal Employees, *Inc.*

995 MARKET STREET · YUkon 6-1450 · SAN FRANCISCO 3

T A. CLANCY
ENT
J. TELFER
URER
L RIORDAN
NEY

(PUBLISHERS OF "THE CITY EMPLOYEES' DIGEST")

19

FRANK MOITOZA, JR.
SECRETARY AND
DIRECTOR OF PUBLIC RELATIONS
EDITOR
CITY EMPLOYEES' DIGEST

August 31, 1951

Miss Barbara Stevens
McCreery Branch,
San Francisco Public Library
3551 - 16th St.
San Francisco 14

Dear Miss Stevens:

In keeping with your request, I am enclosing a rough draft of a suggested letter to members of the Library Staff Association. If I have "spread it on too heavily", you may delete or use parts of it in any way you desire.

We are very grateful for your interest and hope the letter will bring results. If there is anything further that I can do in this direction, please let me know.

Sincerely,

Frank Moitoza, Jr.

Frank Moitoza, Jr.
Executive Secretary

Encl.

Thank you letter [illegible] Sep. 4, 1951

ROUGH DRAFT

Dear Staff Member:

Since it was organized many years ago, the Federation's membership has embraced a large majority of the Public Library staff. Those of you who are affiliated with this organization are aware of the good work it is doing and the many benefits which accrue to the membership.

For those who are not too familiar with the Federation and its benefits, I would like to briefly outline some of them:

The Federation organized itself into a group in 1932 to combat an attempt by downtown interests to undermine the salaries and working conditions of city employees. Since 1932, the Federation has continued to spend its money, time and effort in practically every major issue affecting the welfare of city employees generally. Practically all of the major benefits now accruing to city employees can be traced in some measure to the Federation of Municipal Employees.

The Federation stands for unity among city employees and discourages outward manifestations by minority groups.whose hasty actions have tended to cause dissension and division in many groups.

The express purpose of the Federation is to assist employee classifications and groups in behalf of their civil service problems... not the least of which is all-out assistance during Salary Standardization Surveys. In this regard, the officers of your Staff Association will direct your attention to the results obtained in behalf of library employees by the Federation during the last salary survey. Previous to the survey, the library employees were without adequate representation. Although many library employees were members of the Federation, still in spite of repeated requests by the Federation to represent them, no definite stand was taken. Knowing of the good

results obtained by the Federation and because no other group seemed interested, the officers of your Staff Association called upon the Federation's Secretary, Frank Moitoza, Jr., at practically the last moment during the last survey. Inasmuch as our committee could not call at the Federation's office during the day, the Federation's Secretary arranged evening meetings so that our group could attend and discuss our salary problems with the Federation. Those of us who attended the hearings, both before the Civil Service Commission and the Board of Supervisors, can attest to the fact that the Federation afforded us the best representation we have ever had. Their presentations were intelligently made and every effort that could prove fruitful was given in our behalf.

In spite of this last minute request upon the Federation at a time when its officers were deluged with hundreds of requests from other employee groups, still the Federation found time to accord us full representation. You are, of course, aware that the Federation was successful in its pleas in our behalf which resulted in our salaries being increased by $30 per month effective last July 1st. We doubt that we would have been so successful had it not been for the Federation of Municipal Employees.

In addition to its officers being available to the membership on any and all civil service and salary matters, the Federation offers many additional benefits to members, for instance, it offers a Hospital Benefit Plan whereby members, if hospitalized beyond their Health Service System coverage, are paid $5.00 per day for thirty days.

The Federation also has a splendid Legal Department whereby members in need of legal assistance, either in connection with their civil service jobs or personal problems, may obtain competent and intelligent help.

The Federation likewise has a very helpful Purchase Discount Plan, whereby members may purchase practically every type of merchandise, such as stoves, refrigerators, radios, television sets, furniture, watches, jewelry, automobile tires and accessories, etc. and save hundreds of dollars from the retail price.

One of the Federation's finest assets is that it maintains a suite of offices with full-time Secretary and staff, where members may call and discuss their problems with the Secretary in full confidence.

Those of us who were active during the last Salary Survey and who know firsthand of the efforts and benefits extended by the Federation, feel that in point of fairness every member of the Public Library staff should be associated with this splendid organization.

Annual dues are nominal, $6.00 per year or only 50¢ per month. Dues may be paid in cash or through the Payroll Deduction Plan whereby the Controller will deduct the annual dues at the rate of 50¢ per month. We are enclosing a leaflet which sets forth some of the benefits extended by the Federation, as well as Rules and Regulations covering the Hospital Benefit Plan. Attached to this leaflet, is an enrollment blank.

We urge that you enroll as a member of the Federation by either enclosing your check for $6.00 or sign the Salary Allotment Deduction

blank attached to the pamphlet.

We repeat...the Federation has done a splendid job for us. They did not let us down when we needed them. All of us should show our appreciation by affiliating with this organization.

[illegible] 7, 1[illegible]
San Francisco, Calif.

Miss Adeltraut Keith
President,
S.F.P.L. Staff Assn.

My Dear Miss Keith:

I have at hand a communication from you inviting me to join the staff association of the San Francisco Public Library. Judging from what I have observed since I have been working here and comparing the attainments thus far over that which needs to be done, I am uncertain as yet whether the staff organization is an active enough body to merit the membership fee charged. I am sure that you could explain this initial impression favorably and I hope that either you or Miss Cullen could meet me and explain what the staff organization does and is prepared to do.

One means of such an interview would be for either of you to notify me of your evening schedule of work so that I could visit your branch some evening when I am free.

I do hope that my luke-warm attitude will not prove too discouraging since I feel very strongly that a <u>strong</u> staff organization is needed and I hope that the one now existing is potentially capable of bringing working conditions up to minimum standards of decency.

[illegible]
[illegible] M. [illegible]
[illegible] Van Ness Ave.

[illegible]

September 2[illegible], 1951

Mr. Bernard M. Golumb
2211 Van Ness Avenue, #3
San Francisco, California

Dear Mr. Golumb:

In answer to your letter of September 7th, please be advised that I will be glad to meet with you to discuss matters relative to the Staff Association.

I shall contact you shortly for the purpose of setting a time which will be convenient for us both.

Sincerely,

(Miss) Adeltraut Raith, President
Staff Association
San Francisco Public Library
Civic Center
San Francisco 2, California

Eric Gunn advised prior to meeting

VIA AIR MAIL

STAFF ORGANIZATIONS ROUND TABLE
at the
California Library Association Conference
Fairmont Hotel, San Francisco, October 3-6, 1951

The SORT Committee of ALA has asked that we participate in the State Meeting. As a member of the committee I am submitting the tentative program for your comments.

Time: Friday morning, October 5, 1951

PROGRAM

1. Speaker or Panel Discussion on a subject of special interest to staff personnel.

2. Two minute reports covering achievements of the past year by staff associations in this area.

Check your preference

Speaker Yes No Panel Discussion Yes X No

Choice of subject: (Check your preference and add other suggestions)

I PERSONNEL PROBLEMS

(a) Meeting the public
(b) Clearing the mind for the day's work
(c) Do you fit your job
(d) Employee morale on all levels
(e) Employee efficiency ratings

II PUBLIC EMPLOYMENT VERSUS PRIVATE EMPLOYMENT

✓(a) Opportunities for advancement
(b) Retirement insurance and sick benefits
(c) Job security

Would you also like to meet for breakfast: Thursday morning
Friday morning
Saturday morning
Lunch Friday noon X

How many reservations would you need unable to determine at this time

Note: We have 15 active and 1 associate SORT member organizations in California

Please reutrn this sheet to Margaret Gabriel Hickman, Foreign Department, Los Angeles Public Library, 630 West Fifth Street, Los Angeles 17, California by Monday, June 11, 1951.

LOS ANGELES PUBLIC LIBRARY
630 WEST FIFTH STREET
LOS ANGELES 13, CALIFORNIA

D OF COMMISSIONERS
RUFUS B. VON KLEINSMID
ROBERT J. BAUER
MRS. ELMER BELT
TIMOTHY MANNING
EDWARD A. DICKSON

CITY LIBRARIAN
HAROLD L. HAMILL

September 12, 1951

Miss Edel Raith,
San Francisco Public Library,
San Francisco, California.

Dear Miss Raith:

We are having our usual autumn crop of personnel changes and I have been swamped with adjustments and volume of work.

I am most anxious to have our meeting in San Francisco go off well, and I should be most appreciative if you will give a brief report of the SORT meetings in Chicago.

I am sending out some material about the program to the California members of SORT, hoping it will bring out a good attendance. Could you drop me a card approving your part?

I am flying up Thursday morning, and am asking for reservations at the Fairmont. I'll fly back Saturday afternoon.

Hope to see you soon.

Cordially yours,
Margaret Gabriel Hickman
Margaret Gabriel Hickman,
Principal Librarian,
Foreign Department,
&
Periodical and Newspaper Dept.

MGH:ai

P R O G R A M

of the

S T A F F O R G A N I Z A T I O N ' S R O U N D T A B L E

at the

CALIFORNIA LIBRARY ASSOCIATION

FAIRMONT HOTEL - SAN FRANCISCO

OCTOBER 3 - 6, 1951

CONFERENCE THEME:

"LIBRARY SERVICE, AN IMPORTANT BUSINESS IN THE COMMUNITY"

FRIDAY, October 5th

10 A.M. - Staff Organization's Round Table Meeting.

Margaret Gabriel Hickman, Presiding.
A L A SORT Steering Committee.

Report of the A L A SORT Round Table Meeting in Chicago.
Miss Edel Raith, San Francisco Public Library.

Report of California SORT members on Staff Activities of the past year.
(Time limit: 2 minutes)

"Public Employees Are Human Too"
Mrs. Erwin Morris,
Administrative Assistant,
All City Employees' Association,
Los Angeles.

Let's make this an outstanding Meeting. Be sure to have your Staff Association represented by at least one member, if possible.

FRIDAY, October 5th

12:30 P.M. - S.O.R.T. Luncheon
Fairmont Hotel

[redacted]

[redacted]

[redacted]

The luncheon is planned as a real "get together". We shall
ave some interesting guests but no speeches! Guests are welcome.

Margaret Gabriel Hickman
Margaret Gabriel Hickman,
Steering Committee, S.L.A. SLNT

Principal Librarian,
Foreign Department,

Periodical and Newspaper Departments.

LOS ANGELES PUBLIC LIBRARY

eptember 12, 1951

September 25, 1951

Mr. Stuart M. Boland
Ocean View Branch Library
111 Broad Street
San Francisco, California

Dear Stuart:

I herewith wish to confirm our recent telephone conversation in which you accepted my invitation to speak in behalf of our Staff Association at SORT's CLA meeting, Friday, October 5th, at 10:00 o'clock in the morning. The meeting will be held at the Fairmont.

The SORT program will be headed by Miss Margaret Gabriel Hickman, member of SORT's Steering Committee, and librarian at the Los Angeles Public Library. The program will consist of a report of the ALA SORT Round Table Meeting in Chicago (which I will give), report of California SORT members on Staff Activities of the Past Year (you will represent our Staff Association in a two-minute report), and a speaker, Mrs. Ermie Morris, who will talk on the subject, "Public Employees are Human Too". The program will follow the order here given.

The following are a few of the points around which your report can be based. We can discuss these more fully at a future date, and make the necessary additions at that time....

1. Operating under a new Constitution
2. Salary raise
3. Revival of Staff Bulletin
4. Staff Assoc. Procedure Manual
5. Participation with professional and employee groups
   a. ALA
   b. CLA
   c. SORT (ALA)
   d. Federation of Mun. Empl.
   e. Civil Service Assoc.
   f. Muni. Improvemt. League
   g. Health Service System
6. Amending Constitution
7. Contributing to CALL Book Fund
8. Social Activities
   a. retirement teas
   b. Xmas Party
   c. Staff Dinner
   d. Gifts & "In Memoriam" (staff)
   e. Friends of Library (twice) (Evans, Winslow, Graham) Willis
9. CLA Entertainment Fund (total: circa $175.00)
   a. Raffles (Bond, and one at our dinner)
   b. "Coffee and"

These will serve as a starter. I will get in touch with you shortly. Thank you again for your willingness to undertake this chore.

Sincerely yours,

President, SFPL Staff Assoc.

Sep 2, 1960

Miss Margaret Hickman
Principal Librarian,
Foreign Department &
Periodical and Newspaper Departments
Los Angeles Public Library
630 West Fifth Street
Los Angeles 13, California

Dear Miss Hickman,

Your two letters and the SORT program for CLA arrived while I was on my vacation, which explains my delay in getting an answer off to you at an earlier date.

Although I would be delighted to take part in the SORT program, I don't know whether I will be free to do so since my chores as Meals Chairman for CLA will keep me busy, especially on Friday morning. Another factor is that I attended only the Chicago SORT business meeting, and not the second function.

On the other hand, in regard to the second SORT meeting which I did not attend, I imagine that I could draw from SORT's Chicago report for the purpose of giving a complete picture of SORT's Chicago activities at our CLA meeting. If it becomes necessary for me to leave after I have made my report, would you be good enough to excuse me from the remainder of the meeting?

Kindly advise the time limit for my report. Mr. Stuart Boland, who is on our Staff Association Executive Committee, will report on our associat~~ion~~'s ation's activities of the past year.

I join you in hoping for a successful San Francisco SORT meeting, for I believe that everyone should be made aware of SORT and its work.

Sincerely,

Edeltraut Raith, President
Staff Association
San Francisco Public Library

OCT 15 1951

Report on Library Picnic, 1951

To: The Chairman of the Executive Committee.

The first Staff Association Picnic was held on Sunday, Sept 30, 1951, at Adobe Creek Lodge. The picnic idea first took form in a Social Comm Committee meeting some months previous.

Various sites were checked. Two reference sources used prior to actual contact were: (1) The checking of Bay area County telephone books (2) Phoning a local travel agency.

Marin Town and Country Club was the first site chosen. It was convenient because of expeditious bus service, attractive facilities and a consistent climate. But when it was learned that the management did not encourage universal patronage, because of racial reasons, this site, together with the date of Sept. 23rd, was dropped.

Therefore Adobe Creek Lodge was selected for Sept 30th. ~~Apparently~~ They admit all races to their grounds, but, according to a phone conversation engaged in by this reporter, they desire segregation in the use of their two swimming pools.

About fifty persons attended the picnic. Each was responsible for his own food. It was together in a lovely one.

Earlier some of the boys engaged in a basketball game.

Later, a baseball game was organized. It lasted for 3 or 4 innings.

Following the baseball game, some went swimming. Later in the evening, several danced to the orchestra's music.

The baseball game should have been on a larger diamond, and, for a longer period of time. The Committee failed to "see eye" a definite reservation of the ball diamond in writing.

The special rate was $1.20 for adults. This included swimming and dancing.

Transportation was by private car. No complete public transportation to the picnic grounds was available.

Samples of correspondence used in managing the picnic are attached hereto.

Expenses incurred in phoning and letters mailing here:

Phone Call	=	1.45
Stamps	=	.18
Total	=	$1.63

Respectfully submitted,

Francis R. Burke

Social Committee

LIBRARY PICNIC

TO: ALL MEMBERS OF THE SAN FRANCISCO PUBLIC LIBRARY

In order to have greater fun in the country, the Social Committee has revised its original plans for a picnic. Final arrangements are explained herein.

Reservations have been made at Adobe Creek Lodge in the beautiful foothills of Los Altos for Sunday September 30th. So that we may all lunch together, we have reserved the pit in the Ranch Area. Ground officials and committee members will supply directions. The Ball Field will also be available for us at 3:00 P.M.

The Admission includes access to the Swimming Pool, Tennis Courts, Badminton, Volley Ball, and Baseball Courts. There will also be Dancing to two orchestras, one in the Supper Club and the other in the outdoor Adobe Bowl.

The Canteen provides sandwiches and refreshments.

Since there is no public transportation we suggest grouping together in automobiles by branch, department or any other convenient arrangement. (To facilitate this detail, forms are attached.)

We invite your attention to the following essential points:

1) Date: Sunday, September 30th.
2) Place: Adobe Creek Lodge, Los Altos.
3) Cost: $1.20 per person (children 6 to 12 years, 60 cents each)
4) "Dutch" luncheon in the pit in the Ranch Area at 1:00 P.M.
5) Transportation: Be sure that your name appears on one side or the other of the accompanying form.
6) Return forms to the Social Committee, Main Library by September 21st

COME ONE, COME ALL,

THE SOCIAL COMMITTEE

PICNIC REPLY FORM

BRANCH_____

MY PASSENGERS WILL INCLUDE

(A) I SHALL TAKE MY CAR

(1)_____
(Name)

_____
(Names)

_____

_____

_____

_____

(FOR ANY OTHER PERSON (2)_____
AT YOUR BRANCH WITH A CAR)

_____

_____

_____

_____

_____

- -

(B) I SHOULD LIKE TO SECURE A RIDE TO THE PICNIC

_____
(Names)

_____

_____

_____
(Names)

_____

_____

(C) I HAVE A CAR AND WILL BE GLAD TO GIVE A RIDE TO THE FOLLOWING NO.OF PASSENG

_____
(Number)

SWIMMING • DANCING • PICNICKING RENTALS

Shangri-La

Thirty Acres of Recreation

WHitecliff 8-2805

[illegible]

[illegible]

Very truly yours

[illegible]

SWIMMING · DANCING · PICNICKING · RENTALS

Shangri-La

Thirty Acres of Recreation

WHitecliff 8-2805

August 15

Dear Mr. Burke

Replying to your inquiry of [illegible]:

1 - The park is open as long as weather is favorable [illegible] usually [illegible] at 5 [illegible]

2 - Facilities consist of swimming pool, dance floor, band [illegible] tables [illegible] picnic parts [illegible] and [illegible] equipment is furnished [illegible].

3 - [illegible] 20¢ for [illegible] 30¢ and 75¢ on [illegible]

4 - [illegible]

- [illegible]

8/15/51

ncis P.Burke
uff Association
.'.Public Library
n Francisco,Calif.

er Sirs;

In answer to your letter of Aug.14th.,the Park grounds are open the er around.There are picnic tables,water,and rest rooms on the grounds.The charge c picnics is twenty five cents per car.The bath house,with hot showers,clothes ocked,is thirty cents per person.We have no place for dancing on the grounds,or cd.However,there are several cafes and grocery stores one block from the grounds. earding reservations,we can not reserve the tables as they are scattered thru u the park,and the only way to hold them would be to send an advance party over aly on the date selected.Your Oct.12th.date sounds like the best to me.

Hope this will help you,and let me know if any further information is eied.

Yours truly,
W. S. Woodington
W.S.Woodington
Marin Co.Park
Stinson Beach,Calif.

Miss Raith

STAFF ORGANIZATIONS ROUND TABLE

CALIFORNIA LIBRARY ASSOCIATION

Fairmont Hotel
San Francisco

Friday, October 5, 1951

The California section of the Staff Organizations Round Table of ALA held a group meeting on Friday, October 5, 1951 at the Annual California Library Association Conference in San Francisco's Fairmont Hotel. As a member of the ALA SORT Steering Committee, Margaret Dickman, of the Los Angeles Public Library presided.

Mrs. Mary Moran, of Los Angeles Public Library, acted as secretary for the meeting.

Calling the meeting to order the Chairman explained that at the request of the Steering Committee a few group meetings were scheduled for various parts of the U.S. to bring to a wider audience the activities and development of the Staff Organizations Round Table. There are 14 member organizations in California with 10 reporting at this conference. The total attendance at the meeting was around 50, "standing room" only being available.

Miss Edel Raith of San Francisco gave a brief report on the SORT meeting at ALA in Chicago. At that meeting Mrs. Anne Danegger, President of the Chicago Public Library reported on the "Local Staff Organizations and SORT." She said that, There are now 36 member organizations in 36 States, Canada and Hawaii. The SORT Steering Committee answers requests on staff problems, publishes the SORT Bulletin, has issued a small folder on "How to form a Staff Organization" and studies problems dealing with pensions, insurance, hospitalization, salaries and working conditions.

Miss Raith reported that the Personnel Administrator for Sears & Roebuck reported on a survey they conducted with the help of the Chicago University on Staff Morale. It was conducted by means of anonymous questionnaires and comments and nondirective interviews. Their conclusion: "There is no simple formula for good staff morale, it comes as a result of well developed cooperation and coordination, good administrator attitudes and most important strong, and enthusiastic leadership."

After an introduction by Bertha Marshall, editor of "California Librarian," Miss Dickman called upon the individual members from the various member organizations to give two minute reports on staff activities in their organization. Highlights:

Stewart Laland of the San Francisco Public Library reported a new constitution, wage raises, social activities, picnics, raffles, etc.

Mrs. Masvay of the Berkeley Public Library reported a high in staff farewells and welcome and orientation for new members. Primary activities as social.

Wilma Waite reported for University of California Library. She reported, among social activities a regular staff sponsored coffee hour. They have adopted the University of Hawaii in endeavoring to help with their more pressing needs.

Miss King of Kern County reported the publication of a bulletin on officers and duties, work on a staff manual, also a Welfare Committee, a Ways and Means Committee, Membership Committee, (a graded dues system) and a Personnel Adjustment program.

Zella Arnold of Long Beach Public Library reported a special program, a suggestion box brought criticism of supervision and management of clericals which led to a questionnaire polling of all members and the formulation of a committee to deal with staff problems. Committee consists of 2 professional members, 2 clerical, 1 page and 1 caretaker. Staff can call on individual members for help and if problem cannot be ironed out, then taken to Committee hearing. She reported that the program had had a fine effect on morale.

Frances Herd reported Oakland Public Library as not very well organized the active in aiding with Defense Program and such items at Open House for UNA and other library visits.

Charlotte Speik of Pasadena Public Library reported a Retirement plan connected with the State plan; monthly meeting of the staff with introduction of new members and speakers in relation to community or library interests e.g., President of League of Women Voters. She also reported that they have made money by "picking our own pockets", raffles, etc.

The San Bernardino City Library Staff Organization is just one year old according to Mildred Leppard's report. Holds monthly meetings.

Jean Kelsey of San Bernardino County Library reported that the staff sells candy and pop and found themselves so successful in commercial enterprise as to be able to buy a refrigerator.

Santa Monica spent a busy year in a series of activities associated with the retirement of Miss Whalen. They, too, have entered the commercial field with the sale of candy, cokes, etc. Some of their funds are diverted to welfare work in relation to the Veterans Hospital.

Tomorrow Valent of the San Francisco Public Library received a gift of [illegible] high school, social activities, plaques, raffles, etc.

Mrs. Downey of the Lorenzo Public Library received a list of start [illegible] and activities and materials for the summer library activities as noted.

Miss Kate Wheeler presented the Committee of Directors [illegible] the [illegible], [illegible] activities a [illegible] visit [illegible] [illegible] Lane. They then [illegible] the [illegible] of [illegible] [illegible] [illegible] [illegible] [illegible].

Miss Kate [illegible] [illegible] [illegible] [illegible] of a [illegible] [illegible] activities and [illegible] [illegible] [illegible] [illegible] [illegible] [illegible], a [illegible] [illegible] [illegible], [illegible] [illegible] [illegible] [illegible] [illegible]

Mary Moran reported briefly for Los Angeles Public Library. There are regular staff association committees for social activities, handling funds, publishing Broadcaster. This year a Constitution committee for revision of the Constitution, and a new committee to organize a program for staff development. The Staff Association works with Administration's full approval. Administration has recently added a suggestion box, with a regularly issued report on suggestions and action taken in regard to them.

At the close of these reports Miss Hickman introduced Mrs. Erwin Morris, newly appointed Administrative Assistant for the Los Angeles All City Employees' Association. Mrs. Morris spoke on the topic "Public Employees are Human Too." Highlights of her talk:

1. Public employee just like private employee are an even ratio of good and poor, neither privileged or underprivileged - must not permit public to so regard them.

2. Public employee works under constant pressure, responsible to every citizen, his employer and officials.

3. Lives in a goldfish bowl.

4. Need to educate public that good economics, management is Big Business and it is good sense to hire the best type of employee for big business. "Top hands at top pay for top results".

5. Need and responsibility to keep employee attitude right; willingness to perform beyond the call of duty and to keep citizens and legislators aware of top level needs.

6. Need to study and formulate methods of determining wage scales in terms of job training, hazards, responsibilities.

Mrs. Morris' talk was warmly appreciated. Comments indicated that many felt it to have been a most rewarding meeting.

Mary Moran, Secretary

[illegible] Library [illegible] for the Legislative [illegible] Library. There are regular and [illegible] committees for useful activities, including [illegible] development. This year a [illegible] committee for reviewing of the legislative, and a sub committee to organize a program for staff development. The staff association [illegible] Association's [illegible] approved. Administration has recently added a [illegible] unit, with a regularly [illegible] on acquisition and [illegible] to report to [illegible].

At the time of [illegible] the Cardoso Institute [illegible] Library Staff, [illegible] administrative [illegible] the [illegible] Library [illegible]. The [illegible] are [illegible] [illegible] [illegible]

SAN FRANCISCO PUBLIC LIBRARY STAFF ASSOCIATION

EXECUTIVE COMMITTEE MEETING #6

SATURDAY, EVENING, OCTOBER 20TH, 1951, AT 9:00 P.M., THE STAFF SOCIATION'S PRESIDENT MISS EDELTRAUT RAITH, CALLED TO ORDER A INT MEETING OF THE ORGANIZATION'S STANDING COMMITTEES AT HER HOME. L MEMBERS OF THE EXECUTIVE, WELFARE, AND SOCIAL COMMITTEES, WITH THE CEPTION OF MISS VIRGINIA HIGGINSON OF THE LATTER COMMITTEE WERE ESENT. DELEGATES PRESENT WERE MISS BARBARA STEVENS, FEDERATION OF NICIPAL EMPLOYEES; MISS MARION MCCARTHY, HEALTH SERVICE SYSTEM; MISS NE SCHOFIELD, MUNICIPAL LEAGUE FOR IMPROVEMENT, WAS UNABLE TO TEND.

E PURPOSE OF THE MEETING WAS TO COMPLETE THE BUSINESS AT HAND IN DER TO ALLOW THE INCOMING EXECUTIVE COMMITTEE TO ASSUME ITS TERM WITH E LEAST POSSIBLE AMOUNT OF OLD BUSINESS TO DEAL WITH.

RETARY-TREASURER MISS VERSA CULLEN READ THE MINUTES OF THE PREVIOUS ETING. MINUTES WHICH WERE APPROVED AS READ. SHE REPORTED THAT THE ASURY NOW TOTALS $113.12, AND ADVISED THAT OUR GOAL OF HANDING OVER THE NEXT EXECUTIVE COMMITTEE THE SUM OF $100.00 SEEMS VERY FEASIBLE. THE ANNUAL MEETING ON NOVEMBER 1ST., MISS CULLEN WILL REPORT ON THE MBER OF INVITATIONS TO-JOIN-THE-STAFF-ASSOCIATION WHICH WERE SENT DURING THE YEAR AND THE RESULTS ATTAINED. SHE ASKED THAT ALL LS BE SUBMITTED IMMEDIATELY, SO THAT THE BOOKS COULD BE CLOSED AT EARLIEST MOMENT POSSIBLE.

OLD BUSINESS

) STAFF ASSOCIATION ANNUAL MEETING

MOVED AT THE LAST MEETING, STAFF ASSOCIATION MEMBERS WERE SENT A MO LISTING SEVERAL DATES AND TIMES FOR THE FORTHCOMING STAFF ASSOCIATION NUAL MEETING, AND MEMBERS WERE ASKED TO CHECK THEIR CHOICE. THE ULTS OF THE 74 MEMOS SENT OUT WERE CHECKED BY MR. FRANK BURKE AND S EDEL RAITH:

SUNDAY A.M., OCT. 28TH BREAKFAST.....	8
SUNDAY P.M., OCT. 28TH DINNER.....	10
THURSDAY P.M., NOV. 1ST. MAIN, 8PM.....	20
	38

NOUNCEMENTS WERE THEN FORWARDED TO THE ORGANIZATION'S MEMBERS ADVISING THE ANNUAL MEETING WILL TAKE PLACE ON NOVEMBER 1ST, 1951, AT , IN THE MAIN'S COMMISSIONERS' ROOM.

HOUGH THE CONSTITUTION STIPULATES THE TIME FOR SUCH A MEETING TO HELD IN OCTOBER, IT WAS MOVED THAT AN EXCEPTION BE MADE THIS YEAR TO THE FACT THAT OTHERWISE, THE PREPARATION (WHICH ENTAILS MUCH MEOGRAPHING, ETC., WITH THE BALLOTING FOR THE EXECUTIVE COMMITTEE ING, AND OTHER ANNOUNCEMENTS) WOULD HAVE HAD TO TAKE PLACE DURING CLA CONFERENCE, WHICH WAS HELD DURING THE FIRST WEEK OF OCTOBER.

WILL", "I WILL NOT BE ABLE TO ATTEND" CHECK SHEETS WERE SENT TO OUR MEMBERS. RETURNS WERE AS FOLLOWS:

"I WILL".....	39
"I WILL NOT"....	16
	55

E RETURNS, WHICH TRICKLED IN AFTER THE DEADLINE INDICATED THAT 45 BERS PLANNED TO ATTEND, 17 DID NOT... A TOTAL OF 62 RETURNS OUT OF 74

FINAL REMINDER OF THE TIME AND PLACE OF THE MEETING WILL APPEAR
GETHER WITH THE EXECUTIVE COMMITTEE ELECTION RESULTS IN THE STAFF
SOCIATION QUARTERLY BULLETIN'S OCTOBER ISSUE.

) WELFARE COMMITTEE

E COMMITTEE IS PRESENTLY CONDUCTING THE BALLOT FOR THE NEW EXECUTIVE
MMITTEE MEMBERS. BALLOTS WILL BE COUNTED NEXT WEEK BY TELLERS
S. DORIS MACANNAN (CATALOG DEPT.) AND MRS. MARIAN ACOBS (BOOK
TURN), THE TELLERS HAVING BEEN APPOINTED BY THE EXECUTIVE COMMITTEE.
SULTS WILL BE MADE KNOWN IN THE OCTOBER ISSUE OF THE STAFF BULLETIN.

WAS AGREED THAT THE COMMUNITY CHEST CAMPAIGN AND PROPOSITION BE
NTIONED IN THE STAFF BULLETIN.

E STAFF BULLETIN WILL REMAIN IN ITS PRESENT FORMAT BECUASE THIS WILL
CILITATE EVENTUAL BINDING.

E BULLETIN MAILING LIST WILL INCLUDE THE LIBRARIES WHICH COOPERATED
TH US IN SALARY INCREASE MATTERS, AS WELL AS CHICAGO, KANSAS CITY PL,
D OTHERS.

SS GRACE MURRAY (CALIFORNIA STATE LIBRARY) LET IT BE KNOWN THAT SHE
ULD LIKE AN EXCHANGE OF STAFF BULLETINS TO START IMMEDIATELY. THE
GUST ISSUE WAS FORWARDED TO MISS MURRAY

) SOCIAL COMMITTEE

E EXECUTIVE COMMITTEE ADVISED MISS RETHMEYER, CHAIRMAN OF THE SOCIAL
MMITTEE, THAT MRS. MARGARET BROWN HAS RETIRED EFFECTIVE AUGUST 1ST.
SS RETHMEYER ADVISED THAT A CHICK FOR $20.00 (FOR 20 YEARS OF SERVICE)
S FORWARDED TO MRS. BROWN, AND THAT THE THANK-YOU LETTER WAS
EIVED.

S. EDITH ROSENLUND WAS GIVEN A LUNCHEON SET UPON HER MID-SEPTEMBER
IGNATION.

PORTS SUBMITTED TO EXECUTIVE COMMITTEE: STAFF ASSOCIATION PICNIC;
A TRUSTEE; COCKTAIL PARTY AT THE FAIRMONT; FRIENDS OF THE LIBRARY
Y 21ST)

EIVED THANK-YOU LETTER FROM THE RICHARD RAFAEL'S FOR THE STAFF
SOCIATION'S WEDDING GIFT (OIL AND VINEGAR BOTTLE SET)

FRESHMENTS SERVED ADTER THE STAFF ASSOCIATION'S ANNUAL MEETING WILL
PAID FOR BY THE MONEY REMAINING FROM THE CLA ENTERTAINMENT FUND. THE
ABSORBED PORTION OF THIS FUND WILL BE PUT INTO THE STAFF ASSOCIATION
ASURY. THUS FAR, 45 PERSONS HAVE INDICATED THAT THEY WILL ATTEND
E MEETING. IT WAS DECIDED THAT COFFEE, CAKE, AND SHERRY BE SERVED.

A ENTERTAINMENT FUND (SEE BELOW)

) CLA ENTERTAINMENT FUND

AUGUST 23RD, MISS RETHMEYER'S LETTER TO MISS RAITH, ASKING THE
ECUTIVE COMMITTEE'S HELP IN APPROACHING MR. CLARKE FOR THE PURPOSE
PROCURING ADDITIONAL FUNDS FOR ADDITIONAL CLA CONFERENCE ENTERTAINING,
S DISCUSSED TELEPHONICALLY WITH THE EXECUTIVE COMMITTEE MEMBERS.

TLY THEREAFTER, MISS RETHMEYER AND MISS RAITH CONFERRED WITH MR. KE, WHO ADVISED THAT THE STAFF ASSOCIATION WOULD BE ASKED TO HOLD CEPTION AT THE FAIRMONT, AND THAT NO OTHER ENTERTAINING ON THE OF THE STAFF ASSOCIATION WOULD BE NECESSARY.

SORT

12.....LETTER FROM MISS MARGARET HICKMAN (SORT STEERING COMMITTEE MEMBER, AND OF LOS ANGELES PUBLIC LIBRARY) ASKING MISS RAITH TO GIVE A REPORT OF THE SORT MEETINGS HELD DURING ALA'S CHICAGO CONFERENCE AT CLA'S SAN FRANCISCO CONFERENCE'S SORT MEETING IN OCTOBER, TENTATIVE PROGRAM ENCLOSED.

. 21....LETTER TO MISS HICKMAN ADVISING MISS RAITH'S ACCEPTANCE OF THE INVITATION TO MAKE REPORT. FURTHER ADVISED THAT MR. STUART BOLAND WILL REPORT ON OUR STAFF ASSOCIATION'S ACTIVITIES OF THE PAST YEAR.

.25.....LETTER TO MR. BOLAND CONFIRMING HIS WILLINGNESS TO SPEAK. ENCLOSED DRAFT OF REPORT WHICH HE IS TO MAKE.

5.....MISS RAITH AND MR. BOLAND GAVE THEIR REPORTS AT THE CLA CONFERENCE SORT MEETING WHICH WAS HELD IN THE FAIRMONT HOTEL'S CABLE CAR ROOM.

15.....SORT'S LETTER ADVISING DUES PAYABLE NOW. NO ACTION WAS TAKEN, BUT LETTER WILL BE TURNED OVER TO NEXT YEAR'S EXECUTIVE COMM.

IVED FROM SORT DURING AUGUST:

1. SPECHES MADE DURING ALA CHICAGO CONFERENCE
   (A) "LOCAL STAFF ORGANIZATION AND SORT"- MRS. ANNE DANEGGER, 1950 PRESIDENT OF CHICAGO PUBLIC LIBRARY'S STAFF ORGANIZATION.
   (B) "DEVELOPING STAFF MORAL PERSONNEL ADMINISTRATION OF SEARS ROEBUCK AND CO."- BY THE PERSONNEL ADMINISTRATOR OF SEARS.
2. "SURVEY ON RETIREMENT AND INSURANCE PLANS (IN WHICH WE PARTICIPATED EARLIER IN THE YEAR)
3. UP-TO-DATE SORT CONSTITUTION
4. SUGGESTED READINGS ON "HOW STAFF ORGANIZATIONS CAN AID NATIONAL DEFENSE"

FEDERATION OF MUNICIPAL EMPLOYEES

28..... MISS RAITH CONTACTED MISS BARBARA STEVENS (ALTERNATE DELEGATE TO THE FEDERATION) IN THE ABSNECE OF MISS HARRIET COLLOPY (PRIMARY DELEGATE) TO ASK THAT A FEDERATION MEMBERSHIP CAMPAIGN BE STARTED.

.17.....MISS STEVENS SUBMITTED LETTER (AUGUST 31ST) FROM FEDERATION'S EXECUTIVE SECRETARY, MR. FRANK MOITOZA, JR., TOGETHER WITH HIS "ROUGH DRAFT" WHICH COULD BE USED FOR THE CAMPAIGN "BLURB"

17.....MIMEOGRAPHED CAMPAIGN BLURB TOGETHER WITH APPLICATION BLANK WERE SENT TO THE LIBRARY STAFF'S NON-FEDERATION MEMBERS (X, J, AND B CLASSIFICATIONS)

) WOMAN DOCTOR FOR PHYSICAL EXAMINATION

G. 27.....LETTER WAS SENT TO CIVIL SERVICE COMMISSION ASKING POSSIBILITY OF INCLUDING WOMAN PHYSICIAN ON PANEL OF DOCTORS WHO GIVE PHYSICAL EXAMINATIONS TO PERSONS HAVING PASSED CIVIL SERVICE ENTRANCE AND PROMOTIONAL EXAMINATIONS.

G. 29.....CIVIL SERVICE COMMISSION'S LETTER ADVISED THAT THERE IS A WOMAN PHYSICIAN ON SAID PANEL.

T. 20.....IT WAS SUGGESTED THAT STAFF SHOULD BE ADVISED OF THE ABOVE BY ISSUING A STATEMENT IN THE FORTHCOMING BULLETIN.

) CIVIL SERVICE COMMISSION RULES

WAS MOVED THAT WE DISCARD THE RULES (CLIPPINGS FROM THE CIVIL RVICE ASSOCIATION PUBLICATION) AND THAT THESE BE REPLACED BY THE -TO-DATE RULES WHICH HAVE JUST BEEN RELEASED BY THE COMMISSION.

) COMMITTEE TO IMPROVE THE HEALTH SERVICE SYSTEM

EE MINUTES OF PREVIOUS MEETING)

G. 8.....THE GENERAL AGREEMENT, AFTER CONFERRING WITH MR. JOSEPH ALLEN,(MEMBER OF THIS COMMITTEE) WAS TO ASK A 50¢ CONTRIBUTION FROM THE LIBRARY STAFF HEALTH SERVICE SYSTEM MEMBERS.

G. 10.....MR. DEVINE'S LETTER OF JULY 9TH WAS MEMEOGRAPHED AND SENT TO THE STAFF HEALTH SERVICE SYSTEM MEMBERS TOGETHER WITH A MEMO ASKING A 50¢ CONTRIBUTION.

G. 24.....LETTER TO MR. DEVINE ADVISING THAT THE SFPL'S CONTRIBUTION OF $15.00 WAS FORWARDED TO MR. MCELLIGOTT.

G. 24.....LETTER TO MR. JOSEPH P. MCELLIGOTT, TREASURER OF COMM. TO IMPROVE THE HEALTH SERVICE SYSTEM, ENCLOSING SFPL'S $15.00 CONTRIBUTION.

T. 16.....MISS FAITH CHECKED WITH MR. DEVINE TO ASCERTAIN IF OUR CONTRIBUTION HAD BEEN RECEIVED. MR. DEVINE WILL ASK MR. MCELLIGOTT TO SEND US A LETTER OF ACKNOWLEDGMENT.

MR. DEVINE FURTHER ADVISED THAT HIS GROUP HAD BEEN INACTIVE DUE TO VACATIONS. HE WILL CHECK WITH US TOWARD THE END OF THE MONTH TO GIVE US ANY INFORMATION WHICH WE CAN DISSEMINATE AT OUR ANNUAL METTING.

0) MUNICIPAL LEAGUE FOR IMPROVEMENT

SS ANNE SCHOFIELD , DELEGATE, ATTENDED THE FIRST MEETING OF THE NICIPAL LEAGUE FOR IMPROVEMENT. THE SECOND IN THE SERIES OF MEETING NCERNING CHARTER PROPOSITION C WAS ATTENDED BY MR. FRANK BURKE(WHO OK MISS SCHOFIELD'S PLACE FOR THE EVENING SINCE SHE WAS UNABLE TO TEND). MR. BURKE SUBMITTED A REPORT OF THIS MEETING. THE MATERIAL LL BE PRINTED IN THE OCTOBER STAFF BULLETIN.

1) NAMING THE STAFF ASSOCIATION QUARTERLY PAPER

SS DOROTHY RICHARD, WHO WAS APPOINTED CHAIRMAN BY THE EXECUTIVE

MMITTEE TO HEAD THE NAMING OF THE STAFF BULLETIN COMMITTEE REPORTED
T AN OVERWHELMING NUMBER OF ENTRIES HAD BEEN SUBMITTED BY STAFF
BERS. HER COMMITTEE (MISS LUCILE CORDREY AND MISS HARRIET COLLOPY)
E DEDIDED TO SELECT SEVERAL ENTRIES AND THEN SUBMIT THEM TO STAFF
OCIATION MEMBERS FOR A FINAL VOTE. THE PROCESS OF DOING SO WILL
END BEYOND THEIR TERM OF OFFICE, AND THEYW ILL CARRY ON UNTIL THE
LETIN'S NAME H AS BEEN DETERMINED.

) CARE

WAS MOVED THAT A CONTRIBUTION TO CARE BOOK FUND BE DROPPED, IN ORDER
T OUR GOAL OF HANDING OVER $100.00 IN OUR TREASURY TO THE NEXT
CUTIVE COMMITTEE MIGHT BE REALIZED.

) MEN'S STAFF ROOM

. 19.....LETTER TO MR. CLARKE BRINGING TO HIS ATTENTION THE DEPLORABLE CONDITION OF THE STAFF'S GENTLEMEN'S REST ROOM AT THE MAIN, AND ASKING FOR CORRECTION OF THIS CONDITION.

) TOKEN OF THANKS TO MISS MURPHY, ETAL

. BEATRICE HUGO, EXECUTIVE COMMITTEE MEMBER, WAS SELECTED TO TAKE
E OF THE MATTER OF PRESENTING MISS MURPHY, ETAL, WITH A FIVE-
ND BOX OF CANDY TOGETHER WITH A THANK-YOU CARD. (SEE MINUTES OF
T MEETING).

) STAFF ASSOCIATION HEADQUARTERS

E MINUTES OF LAST MEETING).

HER THAN LEAVE INCOMPLETE BUSINESS, THE MATTER OF A LETTER TO MR.
RKE CONCERNING STAFF ASSOCIAITON HEADQUARTERS WILL BE LEFT TO THE
T EXECUTIVE COMMITTEE..

NEW BUSINESS

. CORRESPONDENCE FROM MR. BERNARD M. GOLUMB (CIRCULATION) DATED
TEMBER 7, 1951, WAS IN ANSWER TO AN INVITATION TO JOIN THE STAFF
OCIATION. MR. GOLUMB EXPPESSED THE DESIRE TO INQUIRE INTO THE
ANIZATION'S AIMS AND ACTIVITIES. OUR LETTER OF SEPTEMBER 24TH
GESTED SETTING A CONVENIENT MEETING TIME. A MEETING TOOK PLACE
OCTOBER 10TH, AT WHICH TIME MISS FAITH AND MR. GOLUMB DISCUSSED
TERS RELATIVE TO THE STAFF ASSOCIATION. ON THE WHOLE, THESE MATTERS
TAINED TO THINGS ALREADY UNDERTAKEN BY THE EXECUTIVE COMMITTEE
., THE CONDITION OF THE MEN'S ROOM AT THE MAIN.

THE AUXILARY MEMBERS TO ATTEND BUSINESS MEETING AND EXPRESS
NIONS AND PARTICIPATE IN ALL SOCIAL ACTIVITIES . NO VOTING
ER WILL BE EXTENDED AND SAID DUES SHALL BE SET AT 50¢ PER
UM.

S MOTION WAS PASSED UNANIMOUSLY AND WILL BE SUBMITTED AT THE ANNUAL
FF ASSOCIATION MEETING FOR FURTHER DISCUSSION.

ER MUCH DISCUSSION IT WAS DESCOVERED THAT THE CONSTITUTIONAL CLAUSE
ULD BE DELEATED TO AUXILARY MEMBERS, THUS AN ADDIONAL MOTION
MADE AND PASSED.

T AUXILARY MEMBERS WOULD NOT BE RECEIPIANTS OF STAFF GIFTS AS
TED IN THE CONSTITUTION OF THE STAFF ASSOCIATION.

IT WAS ALSO DISCUSSED THAT AS A STAFF ASSOCIATION, WE SHOULD TAKE STEPS IN ASKING FOR A MORE THOROUGH SCREENING OF PROBATION PEOPLE AND THAT WE SHOULD ENCORAGE OUR PART-TIME HELP TO QUALIFY FOR REGULAR LIBRARIAN POSITIONS AFTER THEIR GRADUATION FROM COLLEGE.

LIMITED TENURE EMPLOYEES WAS A QUESTION ASKED BY AN EXECUTIVE COMMITTEE MEMBER, IN RELATIONSHIP TO THE STAFF ASSOCIATION--SHOULD THE NEW MEMBERS BE APPROCHED BEFORE THEIR PROBATION IS OVER-- THE CONSTITUTION DOES NOT PROVIDE A DEFINITE ANSWER.

MR. BURKE OF THE SOCIAL COMMITTEE TOOK THIS TIME TO BRING UP THE QUESTION OF AUXILARY MEMBERSHIP. THIS WOULD GIVE THE PART-TIME LIBRARIANS, EMPLOYEES, A FEELING OF BELONGING. THIS MEMBERSHIP WAS RECEIVED FAVORABLY, BUT WITH IT CERTAIN RESTRICTIONS WOULD BE IMPOSED. IT WAS SUGGESTED THAT THIS PLAN BE PUT IN FORM OF A MOTION, THE MOTION READING: "THAT PART-TIME AND LIMITED TENURE EMPLOYEES OF THE SAN FRANCISCO LIBRARY BE ALLOWED AUXILARY MEMBERSHIP IN THE STAFF ASSOCIATION, AFTER THREE CONSECUTIVE MONTHS OF EMPLOYMENT WITH THE LIBRARY."

THIS TYPE OF MEMBERSHIP WILL ENABLE PART-TIME AND LIMITED TENURE HELP TO FEEL THAT THEY ARE PART OF THIS ORGANIZATION OF THE LIBRARY.

IT WAS FELT THAT ONE WAY THE ASSOCIATION COULD ENCOURAGE THEM WAS BY EXTENDING AN AUXILARY MEMBERSHIP AND GIVING THESE PEOPLE A FEELING OF BELONGING.

THE MEETING WAS ADJOURNED AT 11 P.M., FOLLOWED BY A THANK YOU PARTY GIVEN BY OUR PRESIDENT (MISS) EDELTRAUT RAITH. ALL THE DELEGATES & COMMITTEES THAT SERVED DURING THIS LAST YEAR WERE INVITED.

RESPECTFULLY SUBMITTED,

Rebecca Gillen

THE MEETING OF THE STAFF ASSOCIATION OF THE SAN FRANCISCO PUBLIC LIBRARY WAS CALLED TO ORDER BY ITS PRESIDENT EDEL RAITH AT 8:25 P. M. THURSDAY EVENING, NOVEMBER 1, 1951.

THE PRESIDENT THEN CALLED FOR THE SECRETARY, VERSA CULLEN, TO READ THE MINUTES OF THE LAST MEETING. THE MINUTES WERE READ AND APPROVED BY THE MEMBERS PRESENT. THE SECRETARY THEN GAVE THE SECRETARY-TREASURER REPORT. IT WAS STATED THAT THE EXECUTIVE COMMITTEE MET SIX TIMES. THE CASH REPORT SUMMERIZED THAT CASH ON HAND, NOVEMBER 1, 1950 WAS $39.35 AND ON NOVEMBER 1, 1951 CASH ON HAND IS $95.08. THE SECRETARY ALSO COMMENTED ON MEMBERSHIP AND ANNOUNCED THAT THE PRESENT MEMBERSHIP IN THE STAFF ASSOCIATION IS 72.

THE PRESIDENT THEN CALLED FOR COMMITTEE REPORTS. (COMPLETE WRITTEN REPORTS WERE FILED, SUMMERIES WERE MADE BY THE COMMITTEE CHAIRMAN.) THE WELFARE COMMITTEE REPORT WAS GIVEN BY HARRIETT COLLOPY. SHE REPORTED ON THE BALLOTING FOR THE AMENDMENTS TO THE STAFF CONSTITUTION, THE COMMENCEMENT OF THE STAFF BULLETIN, AND THE EXCHANGE SET UP WITH OTHER LIBRARIES TO TRADE THE STAFF BULLETINS.

THE SOCIAL COMMITTEE REPORT WAS GIVEN BY BETTY RETHMEYER. SHE REPORTED ON THE SOCIAL AFFAIRS OF THE SEASON WHICH CONSISTED OF TWO EVENING FUNCTIONS WITH THE FRIENDS OF THE LIBRARY, CHRISTMAS PARTY, SPRING DINNER, WITH ITS RAFFLE, AND THE MONEY RAISED BY MISS HAMILTON WITH COFFEE FOR THE C.L. A. CONVENTION, THE PICNIC AT ADOBE CREEK AND THE STAFF RECEPTION IN THE HUNT ROOM FOR C.L.A. MISS RETHMEYER ALSO LISTED THE GIFTS THAT WERE SENT TO THE STAFF MEMBERS.

THE CIVIL SERVICE ASSOCIATION REPORT FROM MR. VICTOR HELLMAN WAS NOT GIVEN DUE TO MR. HELLMAN'S ~~ABSENTS~~ absence. THE MUNICIPLE IMPROVEMENT LEAGUE WAS REPRESENTED BY MR. FRANK BURKE IN THE ABSENCE OF ANN SCHEFIELD. HE DISCUSSED PROPOSITION C. THE LEAGUE VOTED TO OPPOSE THE PROPOSITION AT THE POLES. HEALTH SERVICE REPORT WAS GIVEN BY MARION MCCARTHY. THERE WERE NO NEW DEVELOPMENTS SINCE THE ISSUE OF THE LAST STAFF QUARTERLY. THE FEDERATION OF MUNICIPAL EMPLOYEES REPORT WAS GIVEN BY MISS HARRIETT COLOPY. IT WAS STATED THAT MISS COLLOPY AND MISS BARBARA STEVENS ATTENDED THE MEETINGS OF THIS ORGANIZATION AND ARE BOTH ON THE BOARD OF DIRECTORS.

THE EXECUTIVE COMMITTEE REPORT WAS READ BY THE STAFF ASSOCIATION SECRETARY. A GIFT OF A GOLD PENCIL WAS PRESENTED TO PRESIDENT EDEL RAITH BY MISS VERSA CULLEN ON BEHALF OF THE STAFF ASSOCIATION. MISS RAITH EXPRESSED HER THANKS TO THE STAFF.

A MOTION WAS MADE THAT EARLIER STAFF ASSOCIATION RECORDS BE REBOUND AS SOME IMPORTANT MATERIAL WAS FOUND AT A LATER DATE THAT SHOULD HAVE BEEN INCORPORATED IN THE BOUND RECORDS. THE MOTION WAS APPROVED AND PASSED. IT WAS ALSO SUGGESTED THAT THE LINK BE BOUND. MOTION WAS MADE THAT SUFFICIENT AND COMPLETE RECORDS BE PREPARED FOR BINDERY. MOTION CARRIED. IT WAS FURTHER SUGGESTED THAT THE LINK BE KEPT IN THE PERIODICAL DEPARTMENT FILES.

A RESULUTION WAS BROUGHT UP FOR AUXILARY MEMBERSHIP TO BE GRANTED TO PART-TIME AND LIMITED TENURE LIBRARIANS WITH DUES OF FIFTY CENTS A YEAR. THESE AUXILARY MEMBERS WOULD BE ALLOWED TO PARTICIPATE IN MEETINGS BUT WOULD NOT HAVE VOTING PRIVILEGES ~~WOULD BE EXEMPTED~~. THEY COULD PARTICIPATE IN SOCIAL FUNCTIONS AND SHOULD GET THE STAFF BULLETIN. THIS WAS GIVEN AS A RECOMENDATION FOR AN AMENDMENT TO THE CONSTITUTION. IT COULD NOT BE VOTED UPON AS A QUORUM WAS NOT IN ATTENDANCE.

THE NEW MEMBERS OF THE S. A. WERE PRESENTED TO THE STAFF AND WELCOMED BY MISS RAITH.

NEW BUSINESS

MISS FARRELL QUESTIONED THE CIVIL SERVICE ACTION OF FRIDAY, OCTOBER 26, 1951. THIS WAS IN REGARD TO THE RUSH EXAMINATION FOR THE PART TIME EMPLOYEES OF THE SAN FRANCISCO PUBLIC LIBRARY STAFF. MISS RAITH THEN ASKED MR. CLARKE IF HE COULD CLARIFY THE ACTION OF THE CIVIL SERVICE COMMISSION. MR. CLARKE SAID THAT HE WOULD WHEN IT WAS HIS TURN TO SPEAK. MISS RAITH THEN INTRODUCED MRS. LAWRENCE CLARKE, CITY LIBRARAIN, AS THE NEXT SPEEKER.

MR. CLARKE IN OPENING HIS ADDRESS EXTENDED CONGRATULATIONS TO THE OUTGOING EXECUTIVE COMMITTEE SAYING THEY HAD INDEED DONE A FINE JOB. HE CONGRATULATED MISS RAITH PERSONALLY FOR HER INTEREST IN THE STAFF, SAYING SHE WAS "ON THE BALL" IN TRYING TO GET LARGER SALARIES FOR THEM AND ALSO IMPROVING THEIR WORKING CONDITIONS. HIS CONGRATULATIONS WENT TO ALL THE COMMITTIES OF THE STAFF ASSOCIATION. MR. CLARKE MENTIONED THAT HIS OFFICE COOPERATED WITH THE STAFF ASSOCIATION IN OBTAINING THE HIGHER SALARIES. AT THIS POINT MR. CLARKE WAS INTERUPED BY MISS HARRIET COLLOPY. MISS COLLOPY ASKED IF THERE WERE A DEFINITE PROCEDURE TO FOLLOW IN OBTAINING SALARY INCREASES. MR. CLARKE STATED THAT THE STAFF ASSOCIATION SHOULD APPOINT A COMMITTEE AND MAKE THE CONTACTS WITH THE ORGANIZATION TO WHICH MANY MEMBERS OF THE STAFF BELONG. THEY SHOULD PRESENT THEM WITH THE NECESSARY MATERIAL TO ASCERTAIN THE DESIRED RAISES AND LET THEM GO TO BAT FOR US. HE FURTHER SUGGESTED THAT WE FOLLOW THE METHOD USED BY THE EXECUTIVE GROUP, THAT IS SENDING IN A PRELIMINARY REPORT AS SOON AS POSSIBLE AND LATER ADD THE NEWER FIGURES AS THEY BECOME AVAILABLE. MR. CLARKE ALSO STATED THAT THE SAN FRANCISCO CHARTER IS IMPORTANT IN THAT IT LIMITS OUR COMPARATIVE SCOPE TO CALIFORNIA CITIES AND DISTRICTS. AS FOR THE PART TIME EXAMINATION MR. CLARKE EXPLAINED THAT A SUIT WAS BROUGHT AGAINST THE CITY AND A DECISION UPHELD THUS ELIMINATING LIMITED TENURE EMPLOYEES, THIS BACK DATING TO 1948. IF THE RUSH EXAMINATION FOR PART TIME LIBRARY HELP HAD NOT BEEN HELD THIS LIBRARY WOULD HAVE FOUND IT NECESSARY TO CLOSE. THE CIVIL SERVICE COMMISSION WAS VERY COOPERATIVE IN POSTING THIS EMERGENCY EXAMINATION SO QUICKLY AND THUS MAKING IT POSSIBLE FOR US TO MAINTAIN OUR SERVICE. IT WAS HOWEVER UNFORTUNATE THAT IT WAS A FIRST COME, FIRST SERVE EXAMINATION. THE NURSES ALSO FOUND IT NECESSARY TO FILE FOR A RUSH EXAMINATION AND WITH THEM IT WAS ALSO FIRST COME FIRST SERVE.

MR. CLARKE WAS SURPRISED WHEN HE READ THE STAFF BULLETIN AND FOUND THAT ONLY A FEW MEMBERS OF THE STAFF HAD REGISTERED FOR THE C.L.A. CONVENTION. MR. CLARKE WAS AGAIN ~~INTERPRETED~~ interrupted THIS TIME BY MR. WILLIAM RAMIREZ. MR. RAMIREZ STATED THAT THE BULLETIN WAS INCORRECT, THAT 60 NOT 40 MEMBERS OF THE SAN FRANCISCO PUBLIC LIBRARY STAFF HAD REGISTERED FOR THE C.L.A. CONVENTION. MR. CLARKE FELT THE INTEREST OF THE STAFF NEEDED PEPING UP AND HE WAS GOING TO CALL A COMPLETE STAFF MEETING NEXT THRUSDAY TO FURTHER DISCUSS THESE MATTERS. MR. CLARKE MENTIONED THE NEW PROBLEMS FACING THE LIBRARY, STEADY DECLINE IN THE USE OF LIBRARIES, THE IMPACT OF TELEVISION, THE INCREASE AND DECREASE IN PERSONNEL AND THAT THE STAFF NEEDS ORGANIZATION. MR. CLARKE MENTIONED THE FACT THAT HE HOPES TO BUILD A PERMANENT STAFF. THE RESIDENCE REQUIREMENT WAS LIFTED, BUT THERE ARE STILL 16 VACANCIES. HE FELT THE QUALIFICATIONS SHOULD BE LOWERED TO THE 1942 STANDARDS, AND HE IS LOOKING FORWARD TO THE INAUGURATION OF AN IN-SERVICE TRAINING PROGRAM. HE STATED THAT ONE IS ALREADY OPERATING IN THE CITY COLLEGES. MR. CLARKE WISHES TO CLOSE BY TAKING THIS TIME TO THANK THE C.L.A. COMMITTEES AND A SPECIAL THANKS TO MISS RAITH AND MR. ALLEN FOR THEIR WONDERFUL JOBS. THE 1951 C.L.A. CONVENTION WAS THE LARGEST EVER HELD IN CALIFORNIA.

MISS RAITH THANKED MR. CLARKE FOR THE MOST ENLIGHTENING ADDRESS AND BEFORE TURNING THE MEETING OVER TO THE NEXT EXECUTIVE COMMITTEE ANNOUNCED PICTURES FROM C.L.A. CONVENTION ARE AVAILABLE FOR ORDERING. REFRESHMENTS WOULD FOLLOW THE ADJOURNMENT OF THIS MEETING. MISS ALICE TAYLOR, THE NEW PRESIDENT SENT A WIRE OF HER ACCEPTANCE WHICH WAS READ BY MISS RAITH. MISS MOOTZ ACCEPTED THE GAVEL IN MISS TAYLOR'S ABSENCE. MISS MOOTZ SAID A FEW WORDS AND ADJOURNED THE MEETING AT 9:30 P.M. THE STAFF ASSOCIATION SECRETARY WISHES TO THANK MISS DOROTHY RICHARDS OF THE 1951 EXECUTIVE COMMITTEE WHO ASSISTED HER IN KEEPING THE MINUTES FOR THIS MEETING.

RESPECTFULLY SUBMITTED,

Versa Cullen

VERSA CULLEN
SECRETARY

EXECUTIVE COMMITTEE'S ANNUAL REPORT

STAFF ASSOCIATION

1 9 5 0 - 1951

SAN FRANCISCO PUBLIC LIBRARY

During the past year, the Executive Committee has endeavored to make the Staff Association membership conscious of the organization's activities and aims. This was accomplished mainly through the Staff Association's Quarterly Publication, and also through other forms of communication. The various letters and verbal inquiries received, as well as the attendance at functions and the general participation in connection with the Staff Association have been gratifying.

Throughout the year, the Executive held six meetings: three, singly; one, jointly with the Welfare Committee; two, jointly with the Standing Committees, to wit, the Welfare and the Social Committees, The second meeting held jointly with the Standing Committees was the last meeting of the term, and the various delegates were present, also.

Representative Staff Association officers drawn from the Executive and Welfare Committees conferred with the proper authorities in matters relative to salary increase matters. Their efforts resulted in a substantial increase "straight across the board" for the X-Librarian classification. Letters were also written in behalf of the J-Book Repairers, who, too, were successful in procuring a raise.

Delegates represented the Library at employee groups and professional organizations, to wit: Federation of Municipal Employees; Civil Service Association; Health Service System; Committee to Improve the Health Service System; ALA Conference in Chicago; and the SORT meetings at the Chicago ALA Conference. It would seem very important to note that through establishing contact with the Federation, the Public Library now has two of its staff on the Federation's Board of Directors.

The new Constitution, under which this Executive Committee is the first to have operated, has proven to be effective. The reduction of the standing committees to three, namely the Executive, Welfare, and Social Committees, has tightened coordination which in turn has contributed considerably to the efficiency in conducting the organization's business. The simplification of handling finances under one treasury has lessened complications. The Constitution's stipulation for a quarterly publication has turned into a successful venture. The publication, excellently engineered by the Welfare Committee, has kept the membership informed on all matters concerning the work of the Staff Association committees, as well as that of our delegates, and other matters of interest to the membership. The publication has been well received, and has tended to knit us closer together.

The Social Committee, with its unusually heavy calendar this year, has done a magnificent job of bringing the staff together socially. The innovation of a Staff Picnic was successful.

Due to the lack of Committee holdovers from one term to the next, and in order to facilitate routine committee work, a Staff Association Committees' Procedure Manual has been born.

EXECUTIVE COMMITTEE'S ANNUAL REPORT

1950 - 1951

(continued)

There is no need for going into a detailed report at this time since the membership has constantly been kept up-to-date. The transaction of our business has been filed and can be consulted.

The Executive Committee makes the following recommendations:

(1) the investigation of the feasibility of a Staff Association office within the Main Library

(2) Consideration for any immediate amendments, followed by an early reissuing of a complete Constitution with an ample supply of copies available not only to the membership, but also to all Main Library departments and all branches, and future members.

(3) resuming of unfinished business pertaining to an in-service training program and especially an orientations program, said business having been handed down to us by our predecessors

(4) Serious thought in the matter of raising the attitude of library-mindedness throughout all classifications under the Library's employ with an accent on better library service in mind.

We wish to express our thanks to Mr. Clarke, the Library Commission, to each and every member of the standing committees, our delegates, and to the staff at large for the interest shown and the cooperation given during the past year.

Respectfully submitted,

Versa Cullen

Versa Cullen, Secretary-Treasurer
Staff Association
San Francisco Public Library

CASH REPORT
1950-1951

	CREDITS	DEBITS
NOVEMBER 1950		
CASH ON HAND	38.35	
FLOWERS, DEATH OF A.B. McDONNELL		20.00
STAMPS		.90
RETIREMENT GIFT TO J. LOURENZO		2.49
DECEMBER 1950		
DUES	64.00	
STATIONARY		27.32
STAMPS		.30
CARFARE		.20
CASHBOOK		.30
STAMPS		.30
SORT, DUES & BANKORDER		4.15
RAITH, MISSALANEOUS		.40
CULLEN, STAMPS		.45
DOOR GIFT ORDERS		5.00
DUES	10.00	
JANUARY 1951		
DUES	3.00	
RETURN FROM CHRISTMAS PARTY	10.68	
TO MISS H. FOR HELP WITH PARTY		2.50
DUES	20.00	
FEBRUARY 1951		
DUES	24.00	
BOND RAFFLE	6.00	
DEATH OF B. RETHMEYER'S FATHER		5.00
MARCH 1951		
DUES	8.00	
DUES	4.00	
INCIDENTALS, SOCIAL COMMITTEE		.11
BALLOT STATIONARY		2.07
INCIDENTALS, SOCIAL COMMITTEE		.96
APRIL 1951		
MR. GARNETT'S WIFE-DEATH MASS		5.00
DUES	8.00	

	CREDITS	DEBITS
MAY 951		
LOOSE CASH,		
TAKEN IN APR. ROBBERY		8.00
FLOWERS FOR MRS. K. HUSBAND		5.18
FLOWERS FOR DINNA		5.18
STATIONARY FOR DINNER		.79
STAMPS		.33
JUNE 1951		
DUES	2.00	
PICTURE FOR STAFF DINNER		15.53
COFFEE SALE	137.00	
BOND RAFFLE	5.85	
CASH RETURN ON DINNER PHOTOS	10.87	
DINNER RAFFLE	18.24	
DUES	2.00	
SOCIAL COMMITTEE EXPENSE		1.14
JULY 1951		
AUGUST 1951		
MRS. BROWN'S RETURN		20.18
AUG. DUES	2.00	
TO MISS H. FOR HELP WITH COFFEE AND CAKE		15.00
SEPTEMBER 1951		
CARRETTI'S FATHER		5.00
MISC., SOCIAL COMMITTEE		2.76
RAPHAEL, GIFT & CARD		3.31
DUES	2.00	
TOWARD DEVINE'S HEALTH SERVICE DRIVE	2.00	
OCTOBER 1951		
FAIRMONT STAFF RECEIPT		87.63
FLOWERS FOR RECEPTION		15.53
PICNIC EXPENSES		1.63
ENVELOPES		.10
STAMPS		.03
STAMPS		.45
GIFT, ROSENLUND'S RESIGNATION		3.39
CANDY FOR MISS MURPHY		2.58
REFRESHMENTS		12.64
PRESIDENT'S GIFT		3.08

FINANCIAL STATEMENT

NOV. 1,1951

Nov. 1, 1951	CASH ON HAND	38.35	
Nov. 1950-Nov. 1951	RECEIPT	343.64	
Nov.'50-Nov.'51	DISBURSMENTS		286.91
Nov. 1	CASH ON HAND	95.08	

Vera Cullen
Sec-trea. 1950-1951

REPORT:

RE: STAFF ASSOCIATION'S OPEN HOUSE (C.L.A.)
FAIRMONT HOTEL (HUNT ROOM)
THURSDAY EVENING, OCTOBER 6, 1951
7-8 P. M.

THE STAFF ASSOCIATION, IN COOPERATION WITH THE STAFF OF THE SAN FRANCISCO PUBLIC LIBRARY, MADE ARRANGEMENTS EARLY THIS YEAR TO ENTERTAIN DURING THE C.L.A. CONVENTION. MONEY WAS RAISED ASIDE FROM DUES FOR THIS OCCASION.

IT WAS DECIDED THAT AN OPEN HOUSE IN ONE OF THE AVAILABLE ROOMS BE THE OCCASION FOR THE STAFF AFFAIR.

UNDER THE DIRECTION OF MISS VERSA CULLEN AND WITH THE ASSISTANCE OF MISS VIRGINIA HIGGINSON, SOCIAL COMMITTEE AND MISS ALICE TAYLOR, ALL ARRANGEMENTS WERE MADE.

RESPECTFULLY SUBMITTED,

(Mrs) Versa Cullen

REPORT:

RE: THE LIBRARY COMMISSIONS' COCKTAIL PARTY
C.L.A. CONVENTION
OCTOBER 5, 1951
6:30-7:30 P. M.
HUNT ROOM, FAIRMONT HOTEL
SAN FRANCISCO

THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION GAVE A PRE-BANQUET COCKTAIL PARTY AT THE FAIRMONT HOTEL DURING THE C.L.A. CONVENTION.

MRS. J. HENRY MOHR OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION ASKED MISS EDELTRAUT RAITH, PRESIDENT OF THE STAFF ASSOCIATION, FOR ASSISTANCE IN THE ARRANGEMENTS OF THIS AFFAIR. MISS VERSA CULLEN OF THE EXECUTIVE COMMITTEE, WITH THE AID OF MISS VIRGINIA HIGGINSON, SOCIAL COMMITTEE, AND MISS ALICE TAYLOR MADE THE NECESSARY PREPARATIONS. THEY ALSO ASSISTED IN HOSTESSING THE GROUP INVITED.

RESPECTFULLY SUBMITTED,

Versa Cullen

REPORT: SECRETARY-TREASURER

STAFF ASSOCIATION
1950-1951

STAFF MEMBERSHIP

It was felt that the Secretary-Treasurer, costodian of the membership roll, should contact the new people for Association membership. This was done by personal letter, to the new permanent staff members.

Upon receipt of the merbership file in 1950, there were 72 active, paid-up mamebers.

Membership for 1951 totals 76 paid-up members.

Of the new staff members cortacted, seven joined the Staff Association.

During the year, 3 Staff members resigned, one retired, and one passed away.

An increase in membership is gratifying.

CASH REPORT

A separate cash report is being entered in the permanent records. A similar black cash book has detailed entries also.

EXECUTIVE COMMITTEE

The Executive Committee met six times during this term. A complete set of minutes have been filed to the permanent records.

The Secretary-Treasurer worked closely with the President in drafting necessary correspondence pertaining to questions and problems that occured during the year.

Respectfully submitted,

Versa Cullen, Secretary-Treasurer
Staff Association
San Francisco Public Library

The social committee experienced a very active and exciting year. They and the members of the staff prepared and conducted two evening functions held in the Commissioners' Room of the Public Library for the Friends of the Library. The Christmas Party was held also in that room and was enjoyed by all members of the staff and commission that attended. The Spring Dinner was at the Alouette Restaurant and the gaety that prevailed there was proof enough of its success. At this function two prizes were raffled and thus began the fund for entertainment by the staff for the C.L.A. Convention which was held in October in San Francisco. Miss Hamilton graciously served "Coffee and" in the Staff Rooms during the summer months; this completed the money necessary to our entertainment fund. A Staff Picnic was introduced this year and it also met with success. The Staff Association entertained in the Hunt Room, Hotel Fairmont during the C.L.A. Convention.

Wedding and retirement gifts were bought and sent. In Memorium acknowledgments were made. Detailed reports of these and the social events have been submitted during the year to the Executive Committee by members of the Social Committee who had charge of each particular function.

At this time I want to thank the other members of the Committee, Miss Virginia Higginson and Mr. Frank Lunde, whose real, cooperation and enthusiasm contributed so much to the social success of the year. They in turn join me in thanking the members of the staff who came to our aid when needed and to all the staff for their support.

May the past year be only the small beginning to bigger, better, more active years ahead for social committees to come and for the Staff Association.

Respectfully submitted

Betty Beckwith

Chairman, Social Committee

SAN FRANCISCO PUBLIC LIBRARY
STAFF ASSOCIATION

ELECTION --- EXECUTIVE COMMITTEE
OFFICIAL BALLOT

SAMPLE

Three members are to be elected to the Executive Committee for the term October 1951-October 1952. Please check your choice, in ink, in the space provided (vote for three). The three members receiving the highest number of votes will be elected.

( ) Dorothy Hult

( ) Margaret Kostourous

( ) Helen Mootz

( ) Richard Rafael

( ) Esther Scott

( ) Alice Taylor

Ballots must be returned to the Welfare Committee c/o the Branch Department not later than OCTOBER 16th.

In addition to acting in an advisory capacity to the Executive Committee, the Welfare Committee conducted the balloting for the amendments to the Staff Association Constitutionaand the selection of the new Executive Committee.

Its most important function, however, was the establishment of q quarterly bulletin for the Staff Association.

About one hundred and twenty-five copies of each issue were distributed to the members in January, May, August and November.

A complete set of the bulletin has been sent to Miss Grace Murray at Sacramento and in exchange we are to receive the bulletin of the State Library. A list of libraries withwhom we hopeto exchange bu letins has been prepared. It is recommended that the incoming committee file these so that they will be readily available to the Staff members.

As Chairman, I wish to express my appreciation to the other members of my committee, Miss Anne Farrell and Mr. William Ramirez.

Respectfully submitted,

Harriet Collopy, Chairman

November 1, 1951

SAN FRANCISCO PUBLIC LIBRARY

CIVIC CENTER, SAN FRANCISCO 2

TRUSTEES COCKTAIL PARTY

Oct. 5, 1951

The Trustees of the San Francisco Public Library gave a cocktail party in the Hunt Room, of the Fairmont Hotel on the evening of October 5th preceeding the C.L.A. Banquet. The Trustees of the San Francisco Public Library, visiting Trustees and Guest Speakers were among those present.

Miss Versa Cullen, Miss Virginia Higginson and Miss Alice Taylor made arrangements and served under Mrs. J. Henry Mohr's direction.

Miss Virginia Higginson

Miss Virginia Higginson
Social Committee

REPORT:

RE: THE LIBRARY COMMISSIONS' COCKTAIL PARTY
C.L.A. CONVENTION
OCTOBER 5, 1951
6:30-7:30 P. M.
HUNT ROOM, FAIRMOUNT HOTEL
SAN FRANCISCO

THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION GAVE A PRE-BANQUET COCKTAIL PARTY AT THE FAIRMOUNT HOTEL DURING THE C.L.A. CONVENTION.

MRS. J. HENRY MOHR OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION ASKED MISS EDELTRAUT RAITH, PRESIDENT OF THE STAFF ASSOCIATION, FOR ASSISTANCE IN THE ARRANGEMENTS OF THIS AFFAIR. MISS VERSA CULLEN OF THE EXECUTIVE COMMITTEE, WITH THE AID OF MISS VIRGINIA HIGGINSON, SOCIAL COMMITTEE, AND MISS ALICE TAYLOR MADE THE NESCESSARY PREPARATIONS. THEY ALSO ASSISTED IN HOSTESSING THE GROUP INVITED.

RESPECTFULLY SUBMITTED,

Versa Cullen

contest

Richard

Report of
Name Re
SFPSA Quarterly
Publication

for Oct 20th

September 25, 1951

September 25, 1951

ar Dorothy:

Due to the breakdown of the mimeographing machine, it was necessary to defer the ntest for a week ... hence, I had to set the new deadline for October 9th (instead of original 2nd).

By way of suggestion, it might be wiser to wait with the selecting of your mittee until all entries have been submitted. Only then will you know who did not d in an entry, and for reasons of impartiality, you really should form you committee m the latter group.

October 2nd, I'll shoot out the reminder sheet ... much easier for me to do this for a since I'm at the Main and can simply drop the sheets off at the Branch Department.

previously discussed, keep the winning name a secret ... it'll be made known when the rt Bulletin is issued circa October 24th. However, you'll have to notify ~~Rick~~ the lfare Committee, since it whips up the Bulletin, and Bill (I hope) will design an propriate cover to tie in with the new name. So, advise the Welfare Committee (i.e., rriet Collopy) as soon as possible.

October 9th, I'll pop entries into an envelope and send them to you to play with.

ter all's over, please submit a little report to the Executive Committee. The attached meographed notices are for incorporation with your report.

Thanx muchly,

e a nice vacation?

contest

our bulletin is started
it's really a pip
all it needs now is
a name with some zip

Give the Staff Association Quarterly Bulletin a name ... submit as many entries as you wish ... winner will receive $5.00 IN CASH which will be awarded at the Annual Staff Association Meeting late in October.

Be sure to sign each entry, and enclose same in the envelope provided for your convenience.

DEADLINE FOR SUBMITTING ENTRIES: October 9th

Dorothy Richard, Chairman
Committee to Name the
SFPL Staff Association's
Quarterly Publication
... September 25, 1951

October 2, 1951

Just a reminder that October 9th is the deadline for submitting your entries for naming the Staff Association's Quarterly Publication.

YOU may be the lucky winner of the $5.00 cash award!!

Sign each entry and send it to Dorothy Richard, Chairman, Committee to Name the SFPL Staff Association Bulletin, care of Ballot Box, Branch Department

October 19, 1951

Mr. Laurence J. Clarke, City Librarian
San Francisco Public Library
Civic Center
San Francisco 2, California

Dear Mr. Clarke:

It has been brought to our attention that the rest room for use by the gentlemen on our staff is in a deplorable condition.

There has been criticism regarding the lack of lavatory doors. Soap is not provided. There are no paper towels. One of the locker doors has not been replaced, the broken lock on another renders it useless. The water fountain has been out of order for at least the past ten months. The desire for comfortable chairs, a table or two, and better lighting has been expressed ... a place where one may smoke and relax in comfort. It has been suggested that a coat of paint would lessen the present dingy and drab appearance of these quarters.

We understand that the Main will undergo a physical change shortly in the reallocation of its departments. It is hoped that the staff's gentlemen's rest room will be included in the renovation plans in so far as a clean-up job is concerned. The prevailing situation obviously calls for a transformation as an examination of these quarters will bear out.

In the meanwhile, may we ask that soap and towels be supplied immediately, and that lavatory doors be installed at the earliest moment possible?

Your attention in this matter will be greatly appreciated. We hope that we may hear from you soon.

Sincerely,

(Miss) Adeltraut Raith, President
Staff Association
San Francisco Public Library
Civic Center
San Francisco 2, California

[illegible] 27, 2012

Mr. Lawrence J. Crocker, Jr., Director
San Francisco Public Library
Civic Center
San Francisco, California

Dear Mr. Crocker:

It has been a longer [illegible] since we were [illegible] by the generosity of the [illegible] in a [illegible] [illegible].

There has been [illegible] regarding the [illegible] [illegible] [illegible] is not [illegible]. [illegible] [illegible] [illegible]

SAN FRANCISCO PUBLIC LIBRARY
CIVIC CENTER, SAN FRANCISCO 2

OFFICE OF CITY LIBRARIAN

October 26, 1951

Miss Edeltraut Raith, President
Staff Association
San Francisco Public Library
Civic Center
San Francisco 2, California

Dear Miss Raith:

I indeed appreciate your letter of October 19th relative to what you call the deplorable conditions in the rest room for use by the gentlemen on our staff.

I might call to your attention that the items which you mentioned were eliminated some years ago because of the destructiveness of the boys in our employ--this is particularly in reference to the lavatory doors, the lack of soap and paper towels, and the turning off of the fountain. There is no question about the fact that the room needs painting and this will be accomplished in the very near future.

We will be very glad to restore the facilities which were heretofore provided in the event we can be assured that proper care and use will be made of them.

Yours very truly,

L. J. Clarke
City Librarian

LJC:tk

SALARY STANDARDIZATION

1950 - 1951

PROCEDURES

CORRESPONDENCE

FINAL REPORT

REPORT ON

STAFF ASSOCIATION PROCEDURE

RELATIVE TO SALARY INCREASE RECOMMENDATIONS

FOR FISCAL YEAR 1951-1952

It is the aim of this report to be a step-by-step record of the procedure followed by the Staff Association 1950-1951 relative to salary increase recommendations for the fiscal year 1951-1952.

* * *

In preparation for producing substantiating evidence which would warrant our plea before the Civil Service Commission's hearing (January 4, 1951) on wage data for an increase in salary (to be effective July 1, 1951, if granted), salary schedules, and in some cases, scopes of librarians' duties, from libraries within the State of California and also from public libraries situated in cities comparable in size to San Francisco's population were gathered beginning in November, 1950. This action had been moved and seconded at the first joint meeting of Staff Association Committees on November 3, 1950.

Rather than to give a brief outline here of the procedure followed throughout, it will be found more advantageous to check through the routine carried out as indicated in the following reports of meetings and actions taken.

REPORT OF MEETING WITH FEDERATION OF MUNICIPAL EMPLOYEES

At 6:30 P.M., Friday evening, December 29, 1950, Miss Edeltraut Raith, Staff Association President, Miss Harriet Collopy, Welfare Committee Chairman, and Miss Anne Farrell, Welfare Committee member met with Mr. Frank Moitoza, Jr., Secretary of the Federation of Municipal Employees at the latter's office.

The purpose of this meeting was:

(1) To ascertain the Federation's willingness to represent the San Francisco Public Library's X-Librarian Classification at the Civil Service Commission's public hearing on the wage data included in the staff (of the Civil Service Commission) report covering the salary and wage survey for 1951-1952.

(2) To authorize Mr. Moitoza to represent the San Francisco Public Library's X-Librarian Classification upon affirma-response to the above (1).

(3) To thoroughly discuss the Civil Service Commission's Staff Report on the Salary and Wage Survey of December 20, 1950 as it applies to the X-Librarian Classification as shown in page 60 of said report.

(4) To submit to Mr. Moitoza salary data in addition to that indicated in the Salary and Wage Survey, this date consisting of:

(a) the University of California's present salary schedule for professional librarians

(b) salary schedules of public libraries located in cities which are comparable to San Francisco in population, to wit: Baltimore, Boston, Buffalo, Cleveland, Milwaukee, Minneapolis, and Pittsburgh.

(5) In essence, to come to a conclusion regarding a fair and just increase in salary for X-Librarian Classifications with consideration first to the Salary and Wage Survey data, secondlyto the University of California data, thirdly to the out-of-State data, and fourthly to comparison with X-Librarian salaries to those of Social Welfare workers, both classifications requiring five years of college education.

The development of each of the above points is as per the following:

(1) Mr. Moitoza expressed his willingness to represent us, particularly in view of the fact, as he remarked, that the Library has a good representation in the Federation.

(2) Mr. Moitoza would accept our verbal authorization, and asked for a written confirmation for his files. Mr. Moitoza stated that he would write a letter of recommendation for salary increase to the Civil Service Commission.

(3) In checking over the the Salary and Wage Survey data, it was concluded that Thirty Dollars ($30.00) "straight across the board" (i.e., for each X-Librarian Classification) could be considered a fair and just salary increase. This conclusion was based on the following points:

(a) The sum is beyond question a workable one since it can be substantiated by comparing it with the figures of other comparable jurisdictions as presented on page 60 of the December 20, 1950 Salary and Wage Survey alone.

(b) In comparison with the Salary and Wage Survey, this sum would leave a fair margin, i.e., the sum is not unquestionably high, and, if granted, the potentially new figure (i.e., present salaries plus the proposed $30.00 increase) of the X-Librarians would still remain in line with the remaining (the others shown on page 60 of the Salary and Wage Survey) survey figures.

(c) Last year, the Civil Service Commission recommended $10.00 and $20.00 increases for X-Librarians, but no increase was forthcoming because of the referendum. In view of this, a $30.00 salary increase "straight across the board" is most certainly not asking the impossible.

(d) Social Workers (T-Classification) have higher salaries than the X-Librarians, and both classifications require five years of college education.

(4) Mr. Moitoza accepted

(a) the University of California professional libraria salary schedule, and asked that the scope of dutie be submitted so that a complete comparison between U.C.'s and S.F.P.L's librarian salaries and duties could be drawn and substantiated.

(b) Charter Section 151 specifically states that compensation for municipal employees shall be fixed in accordance with the generally prevailing rate of wages for like services and working conditions in private employment or in other comparable governmental organizations in this State.

(The Salary and Wage Survey takes into consideration data of private employment, but none is listed for X-Librarian Classifications. Public jurisdictions selected for the survey are those

being most comparable to San Francisco by reason of size, geographical location and scope of operations)

Despite Charter Section 151, Mr. Moitoza accepted salary schedules gathered by us from out-of-State public libraries. Although these figures could not be considered officially by the Civil Service Commission in view of Charter Section 151, they could be used as excellent examples of professional librarians' salaries in public libraries situated in U.S. localities comparable to S.F.'s population, and might help to favorably suay the Commission. Mr. Moitoza stated that out-of-State evidence has on previous occasions had marked favorable influence on the Commission's decisions in similar dealings with other classifications.

(4) It was agreed that Mr. Moitoza would cite the fact that the five-year college education qualification is applicable to both Social Workers and Librarians, and yet, Social workers receive a higher renumeration than do Librarians.

(5) A general discussion embracing the above four points led to the conlusion that a $30.00 (Thirty Dollars) increase "straight across the board" was without question fair and just. Mr. Moitoza expressed his personal doubt as to whether this increase would be granted in full, since the general trend was the asking of unreasonably high increases (e.g., $40.00, $50.00, $75.00) the granting of same he could not foresee because of the consequent drain on taxpayers, as well as the fact that in most cases these unreasonably large increases could not be substantiated. He further stated that even in the instances in which a large increase would be truly justified, these large increases would undoubtedly not be granted because the outlook for the availability for such was nil, and also because a large increase for some would mean little or no increase for others. We agreed it best to "play safe" and ask for that which could be solidly substantiated on the basis of the Salary and Wage Survey.

The meeting ended at 9 P.M.

* * *

Mrs. Louise Swift, Head of Book Repairers, accepted the invitation to join us at Mr. Moitoza's office, and brought Miss Marie Furrer, Book Repairer, with her. Mrs. Swift had already been in touch with Mr. Moitoza in regard to the salary increase question for J54-Book Repairer classification. Their discussion was comparatively brief, and both Mrs. Swift and Miss Furrer left before the question of X-Librarian classification was taken up.

* * *

REPORT OF MEETING WITH MR. L.J. CLARKE, CITY LIBRARIAN

At 2 P.M., Tuesday, January 2, 1951, Miss Edeltraut Raith and Miss Versa Cullen, President and Secretary, respectively, of the Staff Association, met with Mr. Laurence J. Clarke, City Librarian.

The purpose of this meeting was as follows:

(1) To advise Mr. Clarke of the salary increase discussion of December 29th with Mr. Frank Moitoza, Secretary of the Federation of Municipal Employees.

(2) To receive Mr. Clarke's sanction on the outcome of above mentioned discussion.

(3) To compose a letter to the Civil Service Commission on our behalf regarding the salary increase in question ($30.00 "straight across the board")

(4) To discuss asking Mr. Ivan Flamm, Executive Secretary of the Civil Service Association to represent the X-Librarian Classification at the Civil Service Commission's public hearings on the wage data included in the staff (of the Civil Service Commission) report covering the salary and wage survey for 1951-1952.

The development of each of the above points is as per the following:

(1) Miss Raith gave Mr. Clarke an account of the meeting with Mr. Moitoza on the previous Friday evening.

(2) Mr. Clarke sanctioned

(3) Mr. Clarke offered to and did dictate a letter to be sent to the Civil Service Commission recommending the $30.00 "straight across the board" minimum increase in salary, and quoted substantiating figures from the Salary and Wage Survey, from University of California's salary schedule, and also included Alameda County's new (effective January 1951) salary figures. This letter bears the Staff Association President's signature.

(4) Mr. Clarke advised that it would be very proper to contact Mr. Flamm of the Civil Service Association and ask him to represent our X-Librarian classification at the Civil Service Commission's public hearings. Not only would this be proper, but necessary, since there are Civil Service Association members among the Staff.

The meeting dispersed at 2:25 P.M.

(A copy of the Staff Association's letter (dated January 2, 1951) to the Civil Service Commission will be found with the correspondence following these salary recommendation procedure reports)

* * *

REPORT OF MEETING WITH CIVIL SERVICE ASSOCIATION

On the afternoon of Tuesday, January 2, 1951, Miss Edeltraut Raith and Miss Versa Cullen, President and Secretary, respectively, of the Staff Association, met with Mr. Ivan Flamm, Executive Secretary of the Civil Service Association at the latter's office.

The purpose of the meeting was as follows:

(1) to ascertain Mr. Flamm's willingness to represent the San Francisco Public Library's X-Librarian Classifications at the Civil Service Commission's public hearings on the wage data included in the staff (of the Civil Service Commission) report concerning salary and wage survey for 1951-1952.

(2) to authorize Mr. Flamm torepresent the San Francisco Public Library's X-Librarian Classifications upon affirmative response to the above (1).

(3) to discuss the Civil Service Commission's report on the Salary and Wage Survey of December 20, 1950 as it applies to the X-Librarian classifications as shown on page 60 of said report.

(4) to submit to Mr. Flamm salary data in addition to that indicated in the Salary and Wage Survey, this data consisting of

(a) University of California's present salary schedule for professional librarians

(b) mention of out-of-State data gathered, copy of which is yet to be given to Mr. Flamm

(5) in essence, to receive his ideas and suggestions on our conclusions regarding the $30.00 "straight across the board" increase in salary

The development of each of the abouve points is as per the following:

(1) Mr. Flamm expressed his willingness to represent us. He will also write a letter of recommendation for salary increase to the Civil Service Commission.

(2) Mr. Flamm accepted out verbal authorization

(3) Mr. Flamm agreed that $30.00 "straight across the board" salary increase is fair and just ... that a higher increase could not be so applied to each classification.

(4) Mr. Flamm accepted

(a) the salary schedule of the University of California professional librarians, and is awaiting our submitting the scope of duties for this group.

(b) Mr. Flamm felt that it was needless for us to submit the out-of-State data to him since the Civil Service Commission, he said, does not honor such data. We explained that we would nevertheless submit same to him for his review ... and in this way, both Mr. Moitoza and Mr. Flamm would have identical data regarding material which we submitted

(5) In conclusion, Mr. Flamm was advised of our discussion with Mr. Moitoza, and Mr. Flamm agreed to go along with whatever Mr. Moitoza had said in regard to the $30.00 salary increase. Mr. Flamm felt that no more could be asked in the matter of "straight across the board".

The meeting, having lasted forty-five minutes, dispersed at 5 P.M.

* * *

REPORT ON $50.00 vs. $30.00 FACTIONS

It did not take long for the distant grumblings in regard to the recommendations of a $30.00 to reach the Executive Committee. "Feelers" were immediately put out, and it was found that by far the greater majority of librarians contacted were in accord with the decision (i.e., $30.00"increase across the board"). Rumor had it that two librarians felt without a doubt that a $50.00 increase should have been asked for.

As a result, two factions sprang up among the four Staff Association members who were involved in seeking salary increase recommendations. Although the factions were divided 3-1 in favor of the $30.00 rather than $50.00 increase, it was decided to probe further into the matter concerning the feasibility of a $50.00 increase "straight across the board". The fact that Mr. Clarke was out of town and was not due back until January 8th tied our hands in as much as it was thought most improper and against all good ethics, to make any changes in the amount of salary increase withouth first confering with Mr. Clarke. However, it was decided that a re-check be made with Mr. Moitoza. Miss Haith talked to Mr. Moitoza at his office (on January 3, 1951, in the afternoon) about this matter. The original conlusion was adhered to (i.e., $30.00 "straight across the board") because it is what can be asked for because it can be substantiated. Mr. Moitoza advised that to climb on the $50.00 bandwagon could be suicidal because if everyone were to ask $50.00, the collapse of this bandwagon would be the obvious result. He further remarked that one never knows just how the Civil Service will operate, i.e., one doesn't know if asking for a higher increase than is actually warranted and then letting the Civil Service Commission cut down as it deems fit, would be the smart way of handling this situation; one doesn't know if asking for the actual justifiable amount and then risking not being cut down by the Commission is the right way to approach the situation. In view of last year's situation, in which, as far as is known (the Staff Association President could find nothing in last year's, 1949-1950, records of Staff Association meetings and reports; also, when the Executive Chairman for 1949-1950 was asked if anything was done in the matter of gathering salary schedules and data for the purpose of seeking a raise, we were advised, at the joint meeting of Executive and Welfare Committees on January 11, 1951, that nothing was done), no one of the Staff Association made a move toward doing anything salary-wise, and yet the Civil Service Commission made $10.00 and $20.00 increase recommendations. It seems apparent that the Commission will take care of things as it sees fit, regardless of how little, how much, or even if one askes for an increase. Mr. Moitoza agreed that the X-20 Classification could possibly get away with a $50.00 increase, but the recommending of a larger increase for one classification over another classification couldn't be looked into further, since, as mentioned before, it was thought a matter to be discussed with Mr. Clarke before any action should be taken. Mr. Moitoza said, and 3 out of the 4 Staff members dealing with the salary problem agreed, that it is far better to ask for a little at a time and be reasonably sure to receive it, rather than to be "hoggish", ask for too much and take the chance of completely losing out all together.

Mr. Flamm was also contacted, and his opinion was the same as that which Mr. Moitoza rendered.

The situation was again thoroughly gone over both telephonically and personally, and, once more, the final decision ... the decision of the majority, 3-1 ... was to remain with the recommendation of $30.00 "straight across the board". In accordance with this, letters confirming our previous verbal authorization for Mr. Moitoza and Mr. Flamm to represent us at the Civil Service Commission's and subsequent Board of Supervisor's hearings were personally deliveredon the morning of January 4, 1951, to both gentlemen, who were advised of the final decision verbally as well. The Staff Association's letter of January 2, 1951, was also delivered personally on the same morning to the Civil Service Commission

For the record, it is here pointed out that both Mr. Moitoza and Mr. Flamm were furnished with the following data:

(1) letter authorizing each to represent the X-Librarian Classification at hearings of Civil Service Commission and Board of Supervisors.

(2) University of California professional librarians' salary schedules and scope of duties

(3) copy of Staff Association's letter (dated January 2, 1951) to the Civil Service Commission asking for $30.00 "straight across the board" together with Alameda County's new salary schedule effective January 1, 1951.

(4) salary schedules of seven out-of State public libraries which are located in cities comparable to San Francisco in population, and cost of living index for all cities.

Mr. Milczewski , Assistant Librarian of the University of California, was contacted in regard to the professional librarians' scope of duties which, he advised, are listed in the January 1947 issue of Library Quarterly. He further advised that the duties have remained the same to date, and that there is no indication of forthcoming raises.

Staff members who gathered together salary data are Miss Anne Farrell, Miss Harriet Collopy, Miss Edeltraut Raith, and Mr. Stuart Boland..

* * *

The Executive Committee requested Mr. William Ramirez, of the Reference Department staff, to prepare a cost of living index encompassing San Francisco and the eastern cities from which library salary data was assembled. The comparative index, embracing the period from August 1939 through September 1950, clearly proves its purpose: to point out that San Francisco Public Library's salary range is not equal in amount to that of eastern public libraries' when compared on a cost of living basis ... as exemplified by comparing San Francisco Public Library with Milwaukee Public Library, the latter having a lower cost of living index, but a higher salary range than that of the San Francisco Public Library.

* * *

REPORT ON

CIVIL SERVICE COMMISSION HEARING

ON WAGE DATA

On January 4, 1951, at 7:30 P.M., the Civil Service Commission held a public hearing on the wage data included in the staff report covering the salary and wage survey for 1951-1952. The hearing was attended by Miss Raith, Miss Cullen, Mrs. Hugo, Miss Collopy, Miss Farrell, and Mr. Burke in behalf of the X-Librarian classification. Mrs. Swift and Miss Furrer were there in the interest of the J-54 Book Repairer classification.

A new procedure was inaugurated this year in that each speaker was allowed only five minutes for each classification which he represented. In the years preceding, speakers were allowed an unlimited time, thus causing the hearing to spread over a period of several days.

The Civil Service Commission advised that the preliminary report will be revised to meet new rate changes submitted according to recent data.

In the general statements made before the Commission there were many challenges against the "middle 50% theory" on the basis or claim that City employees were drawn from the upper brackets in many instances.

A very substantial group of requests were for $50.00 and for 20% increases. One speaker said that wages should be increased effective immediately rather than in July. Another speaker said that salary revisions should be held every six months, e.g., January and July, as done in Alameda County. Sources quoted by various speakers are as follows: City Charter Sections 161.3 and 151 relative to some employees falling under these and others not, which is unfair; Bureau of National Affairs; San Francisco Chronicle, December 13, 1950, relative to rent raises, cost of living; Business Week, December 16, 1950, relative to consumer prices; State Department of Industrial Relations, relative to figures on firms employing 200 persons or more; Bureau of Labor Statistics, relative to hours and wages report.

Mr Flamm represented a great number of classifications. In regard to the X-Librarian classification, he was quite brief, stating that he is submitting additional data in the form of the University of California librarian's salary schedule and other material (out-of-State data which we compiled). No sum was mentioned.

It should be mentioned here that in speaking to Mr. Moitoza during one of the recesses, we were re-assured by him that we definitely stand a better chance by "sticking to the $50.00 increase 'straight across the board'", as he put it. He pointed out that the Commission was not receiving the large increase requests with any degree of graciousness.

In his representation on our behalf, Mr. Moitoza pointed out to the Commission that the salary now being paid to the M-Librarian classifications is ridiculous, especially in view of the fact that there are rigid requirements (five years college education). He further mentioned that he was submitting salary schedules and scope of duties of professional librarians employed at the University of California, and that, although the duties of our librarians are those of U.C.'s librarians for the various classifications, our salaries are lower than U.C.'s and our salaries are certainly not commensurate with the duties which our librarians perform. Mr. Moitoza also said that, although he is aware that in accordance with the Charter the presentation of out-of-state data is not acknowledged as substantiating evidence for an increase claim, he is, nevertheless, submitting same in order to bring to the Commission's attention the salary picture of other public libraries which are located in cities comparable to San Francisco's population ... public libraries which are performing same functions, public libraries in which librarians are performing same duties, public libraries which give a better compensation. Mr. Moitoza climaxed his representation by stating that college degrees are required for librarian positions, and yet librarians end up with pay which is equal to that which the unskilled classifications receive.

Mr. Moitoza's representation of the J-54 Book Repairer Classification was equally excellent. In brief, he pointed out that the Book Repairer is in the "J", or labor, classification, and that the maximum salary now received by the J-54s is quite obviously not labor pay. He put great emphasis on the fact that this classification is a "dead end" classification, and that on the basis of this, as well as other facts submitted, a substantial salary increase is warranted.

* * *

REPORT OF SECOND MEETING WITH MR. CLARKE

As a result of the Civil Service Commission hearing at which the general trend was the requesting of $50.00 and 20% salary increases by the majority of classifications represented, it was decided to confer with Mr. Clarke. The previous 3-1 factions in favor of asking "$30.00 straight across the board" still stood. However, it was agreed that it would do no harm to enter a plea for $50.00, although it was questionable if our added reasons for a $50.00 increase would be strong enough to hold.

Miss Raith and Miss Farrell met with Mr. Clarke on the morning of January 8th to secure Mr. Clarke's approval of our decision. We pointed out to Mr. Clarke that we found it necessary to confer with him in order to give him the latest developments in the event that he had or would take the matter up with our Library Commission, etc. He agreed that we had acted ethically correct. Mr. Clarke advised that we could ask as much as we could substantiate. The material discussed with Mr. Clarke appears in the Staff Association's supplementary letter (dated January 8, 1951) to the Civil Service Commission. This letter was personally delivered (before noon) on January 8th, the deadline set by the Commission for submission of material for the Commission's consideration relative to salary data.

* * *

INTERIM BETWEEN HEARING OF

CIVIL SERVICE COMMISSION & BOARD OF SUPERVISORS

(1) According to an article in the San Francisco Chronicle of January 10, 1951 (page 14), the San Francisco Public Library Commission adopted a resolution urging the Civil Service Commission to consider wage increases for "... and other members of the library staff". For the purpose of qualifying "other members of the staff", Mr. Allen, Secretary to the Library Commission, was contacted. Mr. Allen advised that "other members" referred to professional staff members, and sent Miss Raith a copy of the January 1951 Library Commission meeting minutes which would substantiate his statement.

(2) Additional salary date in the form of Los Angeles Public Library's new salary schedule effective February 1, 1951 was submitted to the Staff Association by Mr. Clarke. The Staff Association's letter dated February 5, 1951, addressed to Mr. Clarke, extended thanks for this schedule. (Attached to this letter, the Staff Association sent a copy of its letter of February 5th addressed to the Board of Supervisors asking consideration of a fair increase for X-Librarian classification and J-54 Book Repairer classification). Miss DeAndreis advised that Mr. Clarke had already submitted this additional data to the Civil Service Commission.

(3) In search for additional salary data, a letter dated January 25th was sent to Mrs. Eleanor Morgan, Assistant State Librarian, asking her to advise the status of State-employed librarians as regards the State Legislature-passed appropriation bill for a 5% salary increase now, plus a 5% salary increase effective July 1, 1951. In Mrs. Morgan's absence, Miss Mabel Gillis, State Librarian, advised that the matter was still pending, and that we would be advised if State-librarians would be included in this increase, even though the information would probably not be available in time to be of any use to us. Miss Gillis further stated that Mrs. Morgan would take care of forwarding the librarians' scope of duties upon her return. Miss Gillis' letter of February 7th advised that all State Library employees are included in the 5% raise effective January 1, 1951. The new schedule was attached. Scope of duties of several State Librarian classifications were also enclosed.

(4) The Staff Association's letter of January 30, 1951, to Mr. Marion A. Milczewski, Assistant Librarian of the University of California, at Berkeley, served as a follow-up of a telephone conversation of January 2nd, in which Miss Raith had asked Mr. Milczewski for the librarians' scope of duties, as well as for information concerning possible salary increases for U.C.'s professional librarians. In response to our letter, Mr. Milczewski advised that if passed, the 5% salary increase (plus 5% increase in July) provided for in recent legislative action will include U.C. employees. The minimum salary for entrance librarian would then be $260.00 per month beginning the next fiscal year. We were advised that he would keep us up-to-date of any changes. On February 19th, we received the new salary range for U.C.'s librarians. This information arrived too late for submission to the Board of Supervisors.

(5) Each member of the Board of Supervisors, and also the Clerk, received originals (cartons or mimeograph copies are not considered good form) of the Staff Association's letter of February 5th, asking for the Board's consideration of a fair increase in salary for the library employees. For the Board's convenience, a few figures were stated, i.e., recommended salaries for X42, X40, and X20 Librarians as compared with the corresponding salaries of Los Angeles Public Library of 1950 and 1951. The letter also urged consideration of J-54 Book Repairers' plight. For names of persons receiving copy of this letter, see our copy.

(6) Mr. Moitoza was advised that there was additional data which would substantiate our salary increase plea. He asked that the data be submitted to him no later than February 5th. The Staff Association's letter of February 5th to Mr. Moitoza included the new Los Angeles Public Library salary ranges which went into effect February 1st, and also Tacoma (Washington) Public Library's new salaries effective January 1st. Mr. Moitoza felt that, although it would be discounted officially, the latter data would add stimulus. (Tacoma Public Library's salaries are excellent, especially in view of the comparatively smaller population). A copy of the Staff Association's letter of February 5th addressed to the Board of Supervisors, asking consideration of a fair increase for X-Librarian and J54 Book Repairer classifications, was also sent to Mr. Moitoza.

(7) The same as in above (6) applies to Mr. Flamm.

(8) The Civil Service Commission was sent an original copy of the Staff Association's letter of February 5th to the Board of Supervisors for its files.

(9) Mrs. Swift, head of the Book Repairers, requested, through Mrs. Beatrice Hugo, Executive Committee member, a copy of the Staff Association's salary increase plea letter to the Civil Service Commission dated January 2, 1951. Mrs. Swift declared that she wished to have a copy of this letter for the completion of her files in regard to matters relative to the J-54 Book Repairers' salary increase plea. The request was complied with, and the copy was attached to the Staff Association's letter of January 27, 1951, addressed to Mrs. Swift. At the same time, Mrs. Swift was also advised (per our letter) of Los Angeles Public Library's new salaries for Book Repairers, and was further advised that Mr. Clarke had already submitted the new LAPL salary schedule to the Civil Service Commission. The letter stated that the Executive Committee is willing to be of assistance in any way possible regarding the J-54s.

A second letter dated February 1st was sent to Mrs. Swift. In this letter, the Staff Association advised that Mr. Moitoza had mentioned to Miss Raith that he had not been contacted by Mrs. Swift since the Civil Service Commission hearing, and he was wondering if Mrs. Swift desired his further representation of the J-54s relative to the Board of Supervisor hearing which was forthcoming.

On February 7th, Mrs. Hugo advised Miss Raith that Mrs. Swift desired the Staff Association's Executive Committee's backing in the form of a letter to Mr. Flamm, asking his representation of J-54s at the Board of Supervisor hearing scedulled for the following day. Since this matter was left to the very last minute, Mrs. Hugo composed a

letter (dated February 7th) to Mr. Flamm, and received Miss Raith's permission to sign this letter with Miss Raith's name as President of the Staff Association per Mrs. Hugo's initials. To this letter, Mrs. Swift attached various salary data concerning Book Repairers of other jurisdictions. (N.B., copy of latter data was not submitted, with copy of Mrs. Swift's letter, to the Staff Association for its files).

(10) Letters (dated January 8, 1951) to both Mr. Moitoza of the Municipal Federation of Employees and to Mr. Ivan Flamm of the Civil Service Association, were sent, thanking them for representing the A-Librarian classification at the hearings before the Civil Service Commission. At the same time, we requested a copy of the letter each of these organizations sent to the Civil Service Commission on our behalf in regard to our salary increase plea. This request was complied with.

(see also "Second Meeting with Mr. Clarke" for material relative to that gathered in the interim between the Civil Service Commission and the Board of Supervisor hearings)

REPORT ON BOARD OF SUPERVISORS HEARING

On February 9, 1951, at 7:30 P.M., the Board of Supervisors commenced its hearing on the subject of the Civil Service Commission's recommendations regarding it salary standardization survey as published in the official newspaper on January 31, 1951. Miss Raith attended.

Several general statements concerning salary survey as a whole were made before the Board. Mr. George Johns, representing the San Francisco Labor Council, pointed out that the Civil Service Commission allowed $50.00-and-up increases to some of the upper salary brackets which Mr. Johns labelled as being unfair in the light of the lower salaried brackets' urgent need for a $50.00 increase, said need not having been realized by the Commission. He demanded a broad, liberal interpretation of Charter Section 151 ... 1951 realities should be applied to a truly desperate situation. He cited the Boyd case which was upheld by the courts. i.e., that there should be a reasonable correspondence between rates established and existing elsewhere ... wages can be set even higher than the prevailing wage rate. Mr. Frank Koitoza, representing the Federation of Municipal Employees, called attention to the rising cost of living which is affecting expecially the low-paid employees. In connection with this, he mentioned the fact that the J-54 Book Repairers were not recommended for an increase ... their present pay is a top of $220.00 per month, which is low, and there are only four employees involved. He further urged consideration for "the little fellow" in the low-paid brackets (specifically those who receive up to $280.00 top pay). Mr. Lloyd Luckman, representing the executive group, stated that the prejudice of the Civil Service Commission holds that persons earning more than $10,000.00 or more per year aren't entitled to a raise; however, Mr. Luckman pointed out that the Commission's idea on this subject (which affects only 24 persons) is not stated in the Charter.

Supervisor MacPhee said that he is working on legislation to provide for a Charter amendment to tie the municipal wage schedule to the cost of living index, said amendment to be voted upon at the poles next November.

The hearing then began with chronological representations, starting with the A classification.

In several instances, Mr. Henderson, Personnel Director for the Civil Service Commission, was questioned as to why the compensation for a specific position is higher in Los Angeles than in San Francisco, both positions having been indicated in the Commission's Salary & Wage Survey report as corresponding to the same classification. Mr. Henderson replied that one shouldn't necessarily assume that a San Francisco position and a Los Angeles position are identical in nature even though both positions are grouped under the same classification in the survey report. Mr. Henderson further illustrated his remark by stating that it doesn't mean that the duties are the same, but rather, simply that the positions are the most nearly corresponding positions found. The difference in salary paid elsewhere for a similar position in San Francisco would depend on supervision responsibilities, size of operation ... span of control.

After a recess, President Christopher of the Board of Supervisors announced the hearings would conclude with E classification, and hearings would resume on February 13, 1951 at 7:30 P.M.

On February 13, 1951, the Board of Supervisors held the second session of hearings relative to wage increases. Mrs. Beatrice Hugo and Miss Versa Cullen attended.

Mr. Moitoza represented the J-54 Book Repairer classification. The introduction of his speech was based on the rising cost of living and continued of the "humane justice for the little fellow" theme. He presented Book Repairers' salary statistics for several jurisdictions. Supervisor Lewis asked the Civil Service Commission why it did not include data(in its report) from the many jurisdictions introduced by Mr. Moitoza. Mrs. Swift was called to the stand to iron out a dispute between the classification of Foreman and Sub-Foreman Book Repairer. Supervisor Halley asked Mrs. Swift about the take-home-pay of the J-54s, and stated that something must be done for the "little fellow". Mrs. Swift explained that the examination requires experience for passing same, as proven in a previous case in which a handful of the many applicants applying for J-54 position passed.

On February 14, 1951, the Board of Supervisors concluded the hearing on wage recommendations. Miss Raith attended.

Mr. Moitoza represented the X-Librarian classification. His speech was similar to that which he gave at the Civil Service Commission hearing. He pointed out that the prevailing maximum for the X-Librarian classification is $280.00, which is only 12.00 or $15.00 more than wages paid the unskilled labor classification. He stated that this cannot be called salary standardization when such low pay is given a classification for which four years of college plus one year of post-graduate work are required to qualify an applicant for this position. Even the Civil Service Commission's recommended salary range of $260.00 to $310.00 for X42-Librarian is hardly commensurate with the required educational qualifications. Mr. Moitoza also pointed out that the Social Service workers' educational requirements are identical to those of X-librarians, and yet the Social Service Workers have consistently received $20.00 more in compensation. In closing, Mr. Moitoza pleaded that the salaries of the X-Librarians classification be standardized with city and other jurisdictions.

Mr. Flamm advised the Board of Supervisors that he, too, represented the X-Librarian classification, but would merely submit data to the Board and not make a speech for the sake of expediency.

* * *

An article in the San Francisco Chronicle of February 15, 1951 (page 8) states:" At the conclusion of the hearing, data submitted by the employee groups were sent to the Civil Service Commission, and the Commission will file a revised salary report within ten days. Deadline for final adoption of the salary report, which will go into effect next July, is April 1."

POST-HEARINGS MATTERS

(1) On March 2nd, the Civil Service Commission reported to the Board of Supervisors as to the cost and also those increases they felt justified in view of additional data and study. The Board of Supervisors instructed their Finance Committee to site with the Civil Service Commission and make their report to the Supervisors. On March 5th, the Supervisors had the salary matter on their hands again, and they had to pass it for second reading by March 12th at the latest if it were to become effective July 1st.

(2)On March 6th, prior to the Staff Association's Executive Committee meeting on that morning, Mrs. Louise Swift advised that the Board of Supervisors had passed on the Civil Service Commission's revised salary increase recommendations of (from no recommendation at all, to) $30.00 for J-54 Lock Repairer classification, and $20.00 for J-56 Sub-Foreman Lock Repairer. Mrs. Swift explained that she had accepted the J-56 position with the traditional $40.00 differential between J-54 and J-56 top salary in mind, and felt that this differential should not be disturbed. She asked that the Staff Association write a letter to the Board of Supervisors, backing her claim for a $30.00 increase instead of the $20.00 increase recommended, and thus according the usual $40.00 spread between the two classifications' salaries. On March 7th, Mrs. Hugo, Executive Committee member, and Mrs. Swift composed the letter to (each) the Board (member), and received Miss Raith's sanction to sign said letter with Miss Raith's name as President of the Staff Association per Mrs. Hugo's initials.

MISCELLANEOUS MATTERS

(1) Additional data in the form of the 5% increase in salary for State librarians, said data received on the last day of the Board of Supervisor salary hearings, was not accepted by Mr. Flamm of the Civil Service Association because he said it was too late to incorporate such data, and also because he felt it would not add toward substantiating our plea (although Miss Raith disagreed with Mr. Flamm). Mr. Moitoza could not be contacted.

(2) In compliance with our telephonic requests, both the Federation of Municipal Employees and the Civil Service Association forwarded a copy of their letter to the Board of Supervisors in behalf of the A-Librarian classification salary increase plea. As noted on the Civil Service Association's letter by us, Mr. Flamm did not follow our request in representing all A-Librarian classifications, but merely picked out several classifications at his own discretion.

(3) Letters dated February 26th were sent to the eastern libraries (from whom we had requested salary scales and duties data) thanking them for their co-operation in this matter, and advising them of the outcome of our salary increase plea.

(4) Letters dated May 18th were sent to Mr. Moitoza and Mr. Flamm, of the Federation and Association, respectively, thanking them for their part in representing us before both the Civil Service Commission and the Board of Supervisor hearings.

(5) The chart containing salary data from all the sources contacted appears just prior to the material (correspondence, announcements, etc.) concerning the Civil Service Commission hearings.

(6) Clippings filed for our records are to found at the end of this report. The clippings are ephemeral, but may be of help to our successors in as much as the newspaper articles show the trend and the progressive steps of the salary increase procedure.

Respectfully submitted,

Edelthut Raith, President
Staff Association
San Francisco Public Library

$30.00 Raise "strongly recommended" by Board

December 17, 1952

Mr. Laurence J. Clarke, City Librarian
San Francisco Public Library
Civic Center
San Francisco 2, California

Dear Mr. Clarke:

Hereto attached, please find copies of the Staff Association Salary Committee's recent letters regarding salary matters to the Civil Service Commission.

The letter concerning the X-Librarians is self-explanatory. We arrived at the salary recommendations after due deliberation with Mr. Moitoza of the Federation of Municipal Employees and with Mr. Flamm of the Civil Service Association, both of whom will represent this classification. The only classification which causes concern is that of X12 Chief Librarian. It is doubtful that the basis for our recommendation will be accepted. However, we surmise that because the Civil Service Commission's survey substantiates increases for all other classifications, that the X12 salary will be increased accordingly in order to maintain the differential.

The effect of the second letter is questionable for the reason that we do not specifically list the classifications concerned, but mention them merely in a general way (i.e., "Clerical", "Maintenance", etc, instead of B210, C102, etc.) Despite our two memos and our personal contacts, no group requested representation through our committee, and we are therefore not authorized to act in any classification's behalf. (The underlying reasons for our not representing any groups other than the X-Librarians are: the salary data does not substantiate an increase, and also groups are already being represented by unions or other employee groups and apparently feel that they are adequately cared for). We have written this "cover letter" as a gesture of good will to emphasize our interest in all our employees and not soley our professional staff members.

Sincerely,

Edeltraut Raith, Chairman
Staff Association Salary Committee
San Francisco Public Library

CIVIL SERVICE ASSOCIATION

ADDRESS ALL COMMUNICATIONS TO
1232 MARKET STREET • ROOM 110
TELEPHONE UNDERHILL 3-3608
SAN FRANCISCO 2, CALIFORNIA

IVAN FLAMM
Executive Secretary

OF SAN FRANCISCO

MEETS SECOND MONDAY
EACH MONTH
DRUID'S TEMPLE

173

Miss Edeltraut Raith, Chairman
Salary Committee, Staff Association
San Francisco Public Library
Civic Center
San Francisco, California

the s

X20 Head Librarian, X40 Senior Librarian, X32 Ref. Librarian
and X42 Librarian

December 12, 1952

Mr. Frank Moitoza, jr.
Federation of Municiple Employees
995 Market Street
San Francisco, California

Dear Mr. Moitoza:

We herewith wish to authorize you to represent the X-Librarian classification before the forthcoming salary standardization hearings as per our interview with you on Tuesday, December 9th.

For your information, we have enclosed a copy of our letter (and salary data chart) to the Civil Service Commission, dated on December 11th, in which we state our salary increase requests.

Please disregard the salary chart which we left with you on Tuesday. In lieu thereof, kindly substitute the revised chart which accompanies our letter to the Civil Service Commission.

Mr. Clarke has advised that his classification (X2 City Librarian) will be taken care of through the usual channels, and it will therefore not be necessary for you to represent him.

With great appreciation for helping us to map our course and many thanks for representing us in the forthcoming salary standardization hearings, I remain,

Sincerely yours,

(Miss) Edeltraut Raith, Chairman
Salary Committee, Staff Association
San Francisco Public Library
Civic Center
San Francisco 2, California

PS May we have a copy of your letter to the Civil Service Commission on our behalf at your leisure?

December 12, 1952

Mr. Iwan Flamm
Civil Service Association
1232 Market Street
San Francisco, California

Dear Mr. Flamm:

We herewith wish to authorize you to represent the X-Librarian classification before the forthcoming salary standardization hearings as per our interview, short as it was, with you last Tuesday, December 9th.

For your information, we have enclosed a copy of out letter (and salary data chart) to the Civil Service Commission, dated on December 11th, in which we state our salary increase requests.

Many thanks for representing us in the forthcoming salary standardization hearings.

Sincerely,

(Miss) Edeltraut Reith, Chairman
Salary Committee, Staff Association
San Francisco Public Library
Civic Center
San Francisco 2, California

PS May we have a copy of your letter to the Civil Service Commission on our behalf at your leisure?

SAN FRANCISCO PUBLIC LIBRARY STAFF ASSOCIATION
CIVIC CENTER
SAN FRANCISCO 2, CALIFORNIA

January 4, 1951

Mr. Frank Noitoza, Jr.
Federation of Municipal Employees
995 Market Street
San Francisco, California

Dear Mr. Noitoza,

We herewith take the pleasure of authorizing you to represent us at the Civil Service Commission's Salary and Wage Survey hearings on January 4th, 1951, and subsequently at the hearings before the Board of Supervisors. We would like to thank you for your willingness to represent us in accordance with our conversation of last Friday evening.

Sincerely,

(Miss) Edeltraut Raith, President

January 8, 1951

Mr. Frank Moitoza, Jr.
Federation of Municipal Employees
995 Market Street
San Francisco, California

Dear Mr. Moitoza:

In behalf of the San Francisco Public Library Staff Association, I wish to thank you for representing the X-Librarian classification at the public hearing on wage data held before the Civil Service Commission last Thursday evening, January 4, 1951.

We would also like to thank you for the necessary correspondence involving the submitting of data and substantiating evidence to the Commission. It would be appreciated if, at your leisure, you could possible let us have a copy of this letter for our files.

It was a unified consensus of opinion that your representation of the X-Librarian classification last Thursday evening was indeed excellent in every respect. We who were present were most favorably impressed.

Sincerely,

(Miss) Edeltraut Raith, President

San Francisco Federation of Municipal Employees, *Inc.*
995 MARKET STREET · YUkon 6-1450 · SAN FRANCISCO 3
(PUBLISHERS OF "THE CITY EMPLOYEES' DIGEST")
19

MENT A. CLANCY
RESIDENT
REN J. TELFER
REASURER
HAEL RIORDAN
TTORNEY

FRANK MOITOZA, JR.
SECRETARY AND
DIRECTOR OF PUBLIC RELATIONS
EDITOR
CITY EMPLOYEES' DIGEST

January 15, 1951

Dear Friend:

This is to advise you that in compliance with your recent request, the Federation entered a plea before the Civil Service Commission for an increase in pay in behalf of your classification. At the Civil Service Commission's hearing held Thursday evening, January 4th, 1951, the Federation filed the attached formal protest for you.

It must be remembered that time did not permit detailed statements on every classification represented by the Federation. However, this letter conveys to you the general remarks made in your behalf before the Civil Service Commission.

The Federation wants you to know that it will do everything in its power to see that every consideration is shown your classification this year.

The Federation would also like you to know that if, perchance, the recommendations of the Civil Service Commission are not in keeping with our requests, further pleas will be made before the Board of Supervisors.

Very truly yours,

SAN FRANCISCO FEDERATION OF
MUNICIPAL EMPLOYEES, INC.

By Frank Moitoza, Jr.

Frank Moitoza, Jr.
Secretary

Attach.

Reit

January 2, 1951

Classification X-42
Librarian
Present Salary: $230-280
Requested: $250-310

Honorable Civil Service Commission
City Hall
San Francisco, California

Gentlemen:

The Federation most respectfully requests your Honorable Commission to grant every consideration to Classification X-42, Librarian, as well as those related positions in the "X" group.

The Federation feels that in so far as public jurisdictions in the State are concerned, the only reasonably comparable locality is the City of Los Angeles which pays a maximum salary to its Librarian of $303. Our information on the Federal government rate of pay shows the same salary as given in your Staff Report, a maximum of $321 per month.

While the Federation realizes that Section 151 of the Charter prohibits the use of data outside of California, still, because it is difficult to find truly comparable jobs within the State, we take the liberty of expressing the following observations:

The City of Baltimore pays its entrance library Classification (X42) a maximum salary of $291 per month. In addition, a 5% bonus was approved for 1951.

The City of Cleveland pays its entrance library classification a maximum of $310 per month; to this figure was added a $240 cost of living increase.

Milwaukee pays its Librarians a salary in excess of $300 per month; a cost of living increase as well as a $10 salary adjustment was also voted for the current year. Minneapolis pays a maximum salary of $304 per month, while Pittsburgh pays a salary of $300. Both Minneapolis and Pittsburgh have also received a cost of living increase for both 1950 and 1951. As stated above, we realize that out of state figures cannot be directly applied to our salary standardization procedure; however, we feel that they

[illegible], 1951

[illegible]
[illegible]
[illegible] District [illegible]
[illegible]

Honorable Civil Service Commission
City Hall
San Francisco, California

Gentlemen:

The Federation now respectfully presents its four Economic Amendments to Civil Service Classifications to Classification Hearing, [illegible], as well as three related resolutions in the "B" group.

The Resolution Table that is on file at Public Personnel Clerks in the State are numerous. The only Municipal Law Parking Lenality in the City of San Jose which pays a Maximum salary to its Director of $[illegible]. The [illegible] on the Federal government rate of pay shows the same salary as given in most State Agency, a maximum of $[illegible] per month.

Still the Federation realizes that Section 1[illegible] of the Charter prohibits the use of Some salaries of Municipal, still, nevertheless it is difficult to find truly comparable jobs which are there, as does the Liberty of expressing the Citizens Representation.

The City of Baltimore pays its Attorney [illegible] Classification [illegible] a maximum salary of $[illegible] per month. In addition, a [illegible] was approved for [illegible].

The City of Cleveland pays its Attorney Director Classification a maximum of $[illegible] per month; in this Figure was added a $[illegible] cost of living bonuses.

Cleveland pays its Director a salary in excess of $[illegible] per month, a cost of living increase as well as a $[illegible] retirement and also added for the current year. Minneapolis pays a maximum salary of $[illegible] per month. [illegible] pays a salary of $[illegible]. [illegible] Pittsburgh pays plus included a cost of living increase for both 1[illegible] and 1[illegible]. As stated above, we realize that not of these figures seemed be directly applied to our salary structure[illegible] however, we feel that our

should have a definite effect upon your recommendations as they show conclusively that other major cities comparable with San Francisco are paying salaries in excess of those paid in San Francisco.

We feel that as far as the educational aspects are concerned, as well as the general scope of duties, that the Librarians employed by the University of California present a more accurate comparison. The University pays its Entrance Librarians a maximum salary in excess of $3360 per year. Their next promotive library classification (comparable to our X-40), Senior Librarian, is paid a maximum salary of $4440 per year. Their Librarian 3, comparable to our Head Librarian, pays a maximum salary of $5340 per year; their Library 4 Classification, comparable to our Chief Librarian, pays a maximum of $6600 per year.

The educational qualifications for Librarians are extremely high; four years of college and one year graduate work. The fact that the University itself realizes that Librarians must possess considerable educational qualifications and training and is willing to pay these rates of pay is indicative of the high professional standing in which it places its Librarian personnel.

While the duties are not comparable, we find that as far as educational requirements are concerned the Library personnel is placed in the same category as that of our Social Service workers. Over the years, Social Service workers have received a maximum salary $20 in excess of that paid Librarians. We cannot but feel that where the Commission places tremendous educational requirements upon a position, every consideration should be shown the classification regarding the setting of salaries for the job. It appears to us that in many institutions within our City service, the salaries of those classifications which must possess unusual qualifications and experience do not always receive the same proportionate consideration as shown those classifications requiring lesser background. In other words, the maximum salary of $280 per month now paid our Entrance Librarians, who must have college educational requirements, exceeds by only a few dollars scores of classifications wherein no college experience is required.

The Federation is aware that your Honorable Commission made a recommendation of $10 for X-42 last year, but in some of the other Library promotive classifications an increase of

should have a definite effect upon our professionalism as they show consistently that other major cities parallel with San Francisco are paying salaries in excess of three-fifth in San Francisco.

As that what as far as the professional category are concerned, as well as the general scope of duties, that the librarians employed by the University of California perform are more clerical compared. The University pays the Reference Librarians a maximum salary in excess of $3300 per year. Their next priority library classification (comparable to the Senior Senior Librarian), is paid a maximum salary of $4000 per year. Their Librarian I, comparable to our Head Librarian, pays a maximum salary of $5240 per year; their Library 3 classification, comparable to our Chief Librarian, pays a maximum of $6000 per year.

The educational qualifications for librarians are extremely high; four years of college and one year graduate work. The fact that the University Library realizes that librarians must possess considerable educational qualifications and training and is willing to pay these rates of pay is indicative of the high professional requirements in which it places its librarian personnel.

While the duties are not comparable, we find that in the professional requirements are somewhat the library personnel is asked to are more category as have of our Senior Librarian positions. Even the junior Senior Library Service Assistant is asked to do work of that main Librarian. In making the fact that when the Immigration Office requested clerical requirements upon a qualified, every organization should be above the classification requiring the assistance of members for the job. It appears to us that in many institutions with our size systems, the salaries of their librarians with such personnel educational qualifications are not always review the same requirements, as other professional activities or other have classification requirements. In other words, in order to obtain quality of library personnel, we have to pay the salaries, and many times educational requirements, according to only to the salaries of classification where is single requirement.

The impression is made that our Library Director is also a professorship of the Ph.D. but it is not, but it does of the Chief Library Assistant classification of library

$20 was recommended. The Federation feels that the $10 recommended for X-42, librarian, was much too conservative. In view of the rates of pay prevailing in other localities, coupled with the educational restrictions placed upon the position by the Civil Service Commission, the Federation feels that a $30 per month increase for X-42, Librarian, is more than justified; it also feels that this same $30 increase should be applied to the other promotive "X" classifications.

Respectfully submitted:

SAN FRANCISCO FEDERATION
OF MUNICIPAL EMPLOYEES, INC.

By

Frank Moitza, Jr.
Secretary

January 8, 1951

Mr. Frank Moitoza, Jr.
Federation of Municipal Employees
995 Market Street
San Francisco, California

Dear Mr. Moitoza:

I was sorry to find that you were not available when I tried to reach you at your office today. The purpose of my telephone call was to advise you of the letter which the Staff Association delivered to the Civil Service Commission today. This letter, dated January 8, 1951, a copy of which is attached hereto, is supplementary to that of January 2nd, of which you also have a copy. The supplement is believed to be self-explanatory.

We are aware that the change indicated in our supplementary letter will not be included in your letter of recommendation to the Commission, since we were not able to advise you in time. However, it is generally agreed that the matter as a whole can be adjusted once the Commission's recommendations are made known and we then know juste where we stand.

Sincerely,

(Miss) Edeltraut Raith, President

SAN FRANCISCO PUBLIC LIBRARY STAFF ASSOCIATION
CIVIC CENTER
SAN FRANCISCO 2, CALIFORNIA

January 4, 1951

Mr. Ivan Flamm
Civil Service Association
1232 Market Street
San Francisco, California

Dear Mr. Flamm,

We herewith take the pleasure of authorizing you to represent us at the Civil Service Commission's Salary and Wage Survey hearings on January 4, 1951, and subsequently at the hearings before the Board of Supervisors. We would like to thank you for your willingness to represent us in accordance with the data which we submitted to you, as well as, of course, the evidence as appearing in the Wage and Salary Survey of the Civil Service Commission.

Sincerely,

(Miss) Edeltraut Raith, President

January 8, 1951

Mr. Ivan Flamm
Civil Service Association
1232 Market Street
San Francisco, California

Dear Mr. Flamm:

In behalf of the San Francisco Public Library Staff Association, I wish to thank you for representing the X-Librarian classification at the public hearing on wage data held before the Civil Service Commission last Thursday evening, January 4th, 1951.

We would also like to thank you for the necessary correspondence involving the submitting of data and substantiating evidence to the Commission. It would be appreciated if, at your leisure, you could possibly let us have a copy of this letter for our files.

Sincerely,

(Miss) Edeltraut Raith, President

January 2, 1951

Hon. Civil Service Commission
City Hall
San Francisco, California

Re: Salary Standardization
X 12 Chief Librarian
Present Salary: $340-410

X 20 Head Librarian
Present Salary: $300-360

X 40 Senior Librarian
Present Salary: $270-320

X 42 Librarian
Present Salary: $230-280

REQUEST: $30 Increase in Salary

Gentlemen:

The fact that the Civil Service Commission has been unable to supply sufficient Librarians, in spite of waiving residential requirements, shows that the salary for this position is too low to attract trained personnel.

Since the publication of your data, Alameda County has increased salaries of their Librarians making the pay for:

X 42 Librarian now - $290 per month
X 40 Senior Librarian - $339

Also not listed, the University of California pays the following salaries for comparable positions, a description of which is hereby attached:

X 12 Chief Librarian - $445-550
X 20 Head Librarian - 370-445
X 40 Senior Librarian 280-370
X 42 Librarian - 240-280

With the present trend of price increases there is no question that to be in accord with the general prevailing rate of pay by next July, salaries of these positions should be increased at least $30 per month.

Very truly yours,

CIVIL SERVICE ASSOCIATION
EVAN FLAME, Executive Secretary.

January 8, 1951

Mr. Ivan Flamm
Civil Service Association
1232 Market Street
San Francisco, California

Dear Mr. Flamm:

I was sorry to find that you were not available when I tried to reach you at your office today. The purpose of my telephone call was to advise you of the letter which the Staff Association delivered to the Civil Service Commission today. This letter, dated January 8, 1951, a copy of which is attached hereto, is supplementary to that of January 2nd, of which you also have a copy. The supplement is believed to be self-explanatory.

We are aware that the change indicated in our supplementary letter will not be included in your letter of recommendation to the Commission, since we were not able to advise you in time. However, it is generally agreed that the matter as a whole can be adjusted once the Commission's recommendations are made known and we then know just where we stand.

Sincerely,

(Miss) Edeltraut Raith, President

SAN FRANCISCO PUBLIC LIBRARY STAFF ASSOCIATION
CIVIC CENTER
SAN FRANCISCO 2, CALIFORNIA

January 8, 1951

The Honorable Civil Service Commission
Room 151
City Hall
Civic Center
San Francisco 2, California

Gentlemen:

We herewith wish to supplement our letter to you dated January 2, 1951.

We have already gone on record in the above mentioned letter as asking that you give your consideration to our request for at least a Thirty Dollar increase for each X-Librarian classification. However, in view of the general trend which prevailed at the public hearing on wage data held before you on January 4, 1951, said trend being that in general the requests presented for salary increase were in the amount of Fifty Dollars or of 20%, we should like to enter our plea for your consideration. It is felt that if we do not receive a substantial increase at this time, that our salaries will be out of line with those others presented in the Salary and Wage Survey report, as well as with the additional salary data (i.e., that of University of California's professional librarians) which was submitted to the Commission by Mr. Frank Noitoza of the Federation of Municipal Employees and by Mr. Ivan Flann of the Civil Service Association.

As pointed out during the hearing, the cost of living has risen sharply since the beginning of the Korea incident, and the cost of living continues to rise. By the time the salary increases which you will have granted are forthcoming in July 1951, it is assumed that the cost of living will have surged on further, and our increased salaries will not be sufficient because they will have been based on the outdated living costs of six months previous.

Another point which we would like to bring to your attention is that we are in competition with private employment, i.e. private company libraries, in which the educational qualifications are the same as ours, but in which the salary is higher. PG&E, Standard Oil, Golden State, Columbia Steel, Federal Reserve, Safeway are examples of private company libraries.

In view of the above findings, we ask that you please consider a $50.00 (Fifty Dollars) increase in salary for each X-Librarian classification.

Sincerely,

(Miss) Hildtraut Naith, President

January 9, 1951

Mr. Laurence J. Clarke
City Librarian
Public Library
Civic Center
San Francisco 2, California

Dear Mr. Clarke:

Attached please find a copy of the Staff Association's letter dated January 8, 1951 to the Civil Service Commission. This self-explanatory letter concerning salary increases is supplementary to that of January 2, 1951, which you were so kind to compose for us.

Thank you for receiving Miss Cullen and me on January 2nd, and Miss Farrell and me on January 8th. We appreciate the time you devoted to us in the discussion of the salary increase question, and thank you for your advice and suggestions in this matter.

Sincerely,

(Miss) Edeltraut Raith, President

January 27, 1951

Mrs. Louise Swift
Head, Book Repair Department
San Francisco Public Library
Civic Center 2,
San Francisco 2, California

Dear Mrs. Swift:

In compliance with your request to Mrs. Beatrice Hugo, I am herewith enclosing a copy of the salary recommendation letter, dated January 2, 1951, which the Staff Association submitted to the Civil Service Commission.

For the record, I would like to point out that the Staff Association submitted a supplementary letter containing additional data concerning solely the X-Librarian classifications. Thus, we were able to establish new recommendations which superceded the original ones.

Needless to say, it is a shock that the Civil Service Commission made no increase recommendation for the J54-Book Repairer group. Everyone feels bad about it. The Executive Committee stands ready to help you in any way possible should you so desire.

Sincerely,

Edeltraut Raith, President

P.S. I am wondering if you are aware of the new Los Angeles Public Library salaries for Book Repairers? Effective Febrary 1, 1951, the salary range for Book Repairer will be $190.00 to $233.00. Mr. Clarke has submitted the entire new LAPL salary schedule to the Civil Service Commission.

February 1, 1951

Mrs. Louise Swift
Head, Book Repair Department
San Francisco Public Library
Civic Center
San Francisco 2, California

Dear Mrs. Swift:

In a telephone conversation of this morning, Mr. Moitoza mentioned that he had not heard from you regarding further action for J54-Book Repairer salary increase.

May I suggest that you contact Mr. Moitoza if you desire continued representation on his part of this classification before the Board of Supervisor's hearings, which will take place next week. Mr. Moitoza remarked that just because the case was lost before the Civil Service Commission is no reason why the case would be lost before the Board of Supervisors,

Mrs. Hugo has no doubt spoken to you already in regard to this matter.

Sincerely,

Edeltraut Raith, President

Feb.7, 1951

Mr. Ivan Flamm,
1232 Market St.,
San Francisco, California

Dear Mr. Flamm:

The San Francisco Public Library Staff Association wishes to call your attention to the enclosed Library Wage Chart, and we feel that the chart speaks for itself in inquesting at least a $30.00 increase in salary.

We feel assured that you will do all you can to correct the rash injustice that has been done to this group.

Very truly yours,

Edeltraut Raith,
President, S.F.P.L. Staff Assn.
by.B.H.

February 5, 1951

Mr. Frank Loitoza, Jr.
Federation Of Municipal Employees
995 Market Street
San Francisco 3, California

Dear Mr. Loitoza:

In accordance with our telephone conversation of recent date, I am herewith submitting additional salary data which will give further support to our plea for salary increase for X-Librarian classifications before the Board of Supervisors' hearing on salary standardization commencing on February 8, 1951.

The additional data is as follows: effective February 1, 1951, the salary ranges for Los Angeles Public Library for librarians are $273-$357, $337-$417, and $395-$489 for positions comparable to our X42, X40, and X20 librarian classifications, respectively. For the Tacoma, Washington, Public Library, the corresponding salaries, the increase of which was effective January 1, 1951, are $250-$290, $295-$335, and $340-$400, respectively.

For you files, I am hereto attaching a copy of the Staff Association's letter, dated February 5, 1951, to the Board of Supervisors, asking their consideration of a fair salary increase.

Thanking you very much for representing the X-librarian classifications at the above mentioned forthcoming hearing, I remain,

Sincerely yours,

Adeltraut Keith, President

San Francisco Federation of Municipal Employees, *Inc.*
995 MARKET STREET · YUkon 6-1450 · SAN FRANCISCO 3
(PUBLISHERS OF "THE CITY EMPLOYEES' DIGEST")
19

MENT A. CLANCY
RESIDENT
REN J. TELFER
REASURER
HAEL RIORDAN
TTORNEY

FRANK MOITOZA, JR.
SECRETARY AND
DIRECTOR OF PUBLIC RELATIONS
EDITOR
CITY EMPLOYEES' DIGEST

February 13, 1951

Dear Friend:

As you know, the Federation, in keeping with your request, made an honest and sincere presentation in behalf of your classification 's civil service salary range, both before the Civil Service Commission and the Board of Supervisors.

Most of the classifications presented by the Federation received favorable recommendations from the Civil Service Commission. However, in a few instances, the recommendations were not adequate and the Federation has appealed further to the Board of Supervisors.

Your classification is one which the Federation is pursuing before the Board of Supervisors. As you will realize, time did not permit of going into a lengthy oral presentation on your classification before the Board of Supervisors. The Federation, therefore, filed a written protest. We are attaching a copy of this protest, so that you may be advised of the Federation's efforts in your behalf.

Very truly yours,

SAN FRANCISCO FEDERATION
OF MUNICIPAL EMPLOYEES, INC.

By Frank Moitoza Jr.

Frank Moitoza, Jr.
Secretary

Attach.

San Francisco Federation of Municipal Employees, *Inc.*
995 MARKET STREET · YUkon 6-1450 · SAN FRANCISCO 3
(PUBLISHERS OF "THE CITY EMPLOYEES' DIGEST")
19

MENT A. CLANCY
RESIDENT
RREN J. TELFER
REASURER
HAEL RIORDAN
TTORNEY

FRANK MOITOZA, JR.
SECRETARY AND
DIRECTOR OF PUBLIC RELATIONS
EDITOR
CITY EMPLOYEES' DIGEST

February 7, 1951

Honorable Board of Supervisors
City Hall,
San Francisco, California

Gentlemen:

Classification X42
Librarian
Present Salary $230-280
Recommended by Civil
Service Commission $260-310

The Federation of Municipal Employees most respectfully requests your Honorable Board to grant additional consideration to Classification X42, Librarian, as well as those related positions in the "X" group.

While we are forbidden to use figures for comparable positions outside of California, still, as the Federation pointed out to the Civil Service Commission, large cities such as Baltimore, Cleveland, Minneapolis, Pittsburg, etc. pay salaries to their library staff greatly in excess of those now paid to our San Francisco City Librarians.

The Civil Service Commission recommended a $30 increase for the Library classifications. Based on the rates of pay in other localities, the Library personnel do not feel that this increase is comparable to the other jurisdictions.

Since the Civil Service Commission released its survey report, we find that Los Angeles is now paying its Library personnel far greater salaries than does San Francisco as is shown in the following tabulation:

	Our Proposed Rate	Los Angeles 1950	Los Angeles 1951
X42 Librarian	$260-310	$246-303	$273-337
X40 "	300-350	303-375	337-417
X20 "	330-390	355-440	395-489

Since the salary survey was published, Alameda County Library salaries also have been increased.

We feel that our Library classifications should be given the same consideration as other classifications within our City system. For instance, our Library educational requirements are the same as the Social Service Workers', and yet Librarians have always been paid a lower salary. In the Salary and Wage Survey, Social Service Workers' salary recommendations have met the prevailing rate while those for Library classifications have not.

We feel that as far as the educational aspects are concerned, as well as the general scope of duties, that the Librarians employed by the University of California present a more accurate comparison. The University pays its Entrance Librarians a maximum salary in excess of $3360 per year. Their next promotive library classification (comparable to our X40), Senior Librarian, is paid a maximum salary of $4440 per year. Their Librarian 3, comparable to our Head Librarian, pays a maximum salary of $5340 per year; their Library 4 Classification, comparable to our Chief Librarian, pays a maximum of $6600 per year.

The educational qualifications for Librarians are extremely high; four years of college and one year graduate work. The fact that the University itself realizes that Librarians must possess considerable educational qualifications and training and is willing to pay these rates of pay is indicative of the high professional standing in which it places its Librarian personnel.

While the duties are not comparable, we repeat that as far as educational requirements are concerned, the Library personnel is placed in the same category as that of our Social Service workers. Over the years, Social Service workers have received a maximum salary $20 in excess of that paid Librarians. We cannot but feel that where the Commission places tremendous educational requirements upon a position, every consideration should be shown the classification regarding the setting of salaries for the job. It appears to us that in many institutions within our City service, the salaries of those classifications which must possess unusual qualifications and experience do not always receive the same proportionate consideration as shown those classifications requiring lesser background. In other words, the maximum salary of $280 per month now paid our Entrance Librarians, who must have college educational requirements, exceeds by only a few dollars scores of classifications wherein no college experience is required.

Respectfully submitted:

SAN FRANCISCO FEDERATION OF
MUNICIPAL EMPLOYEES, INC.

By Frank Moitoza, Jr.

Frank Moitoza, Jr.
Secretary

May 18, 1951

Mr. Frank Moitoza, Jr., Secretary
S.F. Federation of Municipal Employees
995 Market Street
San Francisco 3, California

Dear Mr. Moitoza:

In the name of the San Francisco Public Library Staff Association, I would like to express my sincerest gratitude to you and the Federation for the tremendous part which you played in representing the X-Librarian classification during the salary standardization hearings before the Civil Service Commission and the Board of Supervisors.

You have our heartfelt thanks for the many hours which you devoted to us in council and preparation for the hearings. Those of us who conferred with you in our first interview in December regarding salary matters will not forget your generously consenting to meet with us ... after hours, at that ... despite the fact that you rightfully should have been home recuperating from a siege of the flu.

The members of our Staff Association feel that their membership in your organization is well warranted. The staff members who attended the hearings were very impressed and pleased with your presentation, and they have spread the word about your good work. Greatly due to your efforts, the X-Librarian classification, and the J-Book Repairer classification, too, can now look forward to the prescribed raise in salary next July.

Sincerely,

(Miss) Edeltraut Raith, President
Staff Association
San Francisco Public Library
Civic Center
San Francisco 2, California

February 5, 1951

Mr. Ivan Flamm
Civil Service Association
1232 Market Street
San Francisco 2, California

Dear Mr. Flamm:

In accordance with our telephone conversation of even date, I am herewith submitting additional salary data which will give further support to our pleas for salary increase for A-Librarian classifications before the Board of Supervisors' hearing on salary standardization commencing on February 8, 1951.

The addtional data is as follows: effective February 1, 1951, the salary ranges for Los Angeles Public Library for librarians are $273-$337, $337-$417, and $395-$489 for positions comparable to our X42, X40, and X20 Librarian classifications, respectively. It is interesting to note that the salaries of Tacoma (Washington) Public Library are excellent in view of the comparatively smaller population; the 1951 salary ranges, corresponding to our aforementioned classifications, are $250-$290, $295-$335, and $340-$400, respectively.

For your files, I am herto attaching a copy of the Staff Association's letter, dated February 5, 1951, to the Board of Supervisors, asking their consideration for a fair salary increase.

Thanking you very much for representing the A-Librarian classification at the above mentioned forthcoming hearing, I remain,

Sincerely yours,

Edeltraut Raith, President

February 8, 1951

Hon. Board of Supervisors
City Hall
San Francisco, California

Re: Salary Standardization
X-20 Head Librarian
Present Rate: $300-360
Civil Service Com.Recom:$330-390
Proposed: $350-410

X-40 Senior Librarian
Present Rate: $270-320
Civil Service Com.Recom:$300-350
Proposed: 320-370

X-42 Librarian
Present Rate: $230-280
Civil Service Com.Recom:$260-310
Proposed: $280-330

Gentlemen:

Since the salary data was collected by the Civil Service Commission, we find the additional changes have been made in the Los Angeles City salaries, which have become effective February 1, 1951, in which the increases are as follows:

LOS ANGELES CITY		1950	1951
X-20 Head Librarian	-	$355-440	$395-489
X-40 Senior Librarian	-	$303-375	$337-417
X-42 Librarian	-	$246-303	$270-337

This classification should be given the same consideration as other classes within our city system, where equal educational requirements are the same as the Social Service Workers, and in which the Librarians receive a lower rate of pay. We therefore request a $20.00 increase over the Civil Service Commission recommendations for these positions.

Very truly yours,

CIVIL SERVICE ASSOCIATION

IVAN FLAWN,
Executive Secretary.

I.F./a

[illegible], 1961

Mrs. Board of [illegible]
City Hall
San [illegible], California

Dear Library Commissioners:

Lady Bird Johnson
[illegible]
[illegible] Service [illegible]
Frequency [illegible]

Lady Bird Johnson [illegible]
[illegible]
[illegible] Service [illegible]
Frequency [illegible]

Lady Bird [illegible]
[illegible]
[illegible] Service [illegible]
Frequency [illegible]

Dear [illegible]:

Along with salary data and indicated by the [illegible] Service Commission, we find the additional changes have been made in the San Leandro City salaries, which have been effective January 1, 1961, in which the increases are as follows:

City Library Staff	Step	Increase
Lady Bird Librarian	- [illegible]	[illegible]
Lady Bird Librarian	- [illegible]	[illegible]
Lady Librarian	- [illegible]	[illegible]

This classification should be given the same consideration as other classes since city duties, share equal educational requirements are the same as the Lady Bird Service Center, and in which the Librarian receives a lower rate of pay. The monetary recommendation [illegible] over the Civil Service Commission recommendations for these positions.

Very truly yours,

[illegible]

[illegible]
Executive Secretary.

[illegible]

May 18, 1951

Mr. Ivan Flamm, Executive Secretary
Civil Service Association
1232 Market Street
San Francisco, California

Dear Mr. Flamm:

In the name of the San Francisco Public Library Staff Association, I would like to express my sincere thanks to you and the Civil Service Association for the part you played in representing the X-Librarian classification during the salary standardization hearings before the Civil Service Commission and the Board of Supervisors.

The members of our Staff Association who belong to your organization feel that their membership is well warranted, and they were pleased that you gave your presentation in their behalf. With thanks to you for your help, the X-Librarian classification, and the J-Book Repairer classification, too, can look forward to the prescribed raise in salary next July,

Sincerely,

(Miss) Edeltraut Raith, President
Staff Association
San Francisco Public Library
Civic Center
San Francisco 2, California

February 5, 1951

The Honorable George J. Christopher
President, Board of Supervisors
City Hall, Room 235
San Francisco 2, California

Subject: Salary Standardization of
X-Librarian Classification

Dear Sir:

May we ask your kind consideration in granting a fair increase in salary to the library employees.

It is felt that the proposed schedule recommended by the Civil Service Commission does not conform to the prevailing rate of pay granted by other California communities.

Library salary recommendations are below Los Angeles City salaries included in the December Salary and Wage Survey, and that survey has now been outmoded by the new February 1951 increases. For your convenience, we are listing the following figures:

	OUR PROPOSED RATE	LOS ANGELES 1950	LOS ANGELES 1951
X42 Librarian	$260- 310	$246-$303	$273-$337
X40 Librarian	$300-$350	$303-$375	$337-$417
X20 Librarian	$330-$390	$355-$440	$395-$489

Since the salary survey was published, Alameda County Library salaries, too, have been increased.

We feel that our classification should be given the same consideration as other classifications within our city system. For instance, our educational requirements are the same as the Social Service Workers', and yet, we have always been paid at a lower salary. In the Salary and Wage Survey, their recommendations have met the prevailing rate while ours did not.

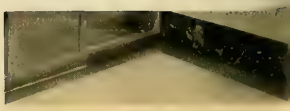
We trust that you will remedy this situation and grant your librarians the remuneration they deserve.

We also urge that you give the J-94 Book Repairer salary increase request your every consideration.

Sincerely,
Staff Association
San Francisco Public Library

Edeltraut Raith, President

SUPERVISORS, BOARD OF
235 City Hall, Z 2, HE 1-2121
GEORGE J. CHRISTOPHER, President, 175 Russ St., Z 3
DON FAZACKERLEY, 125 - 12th St., Z 3
DAN GALLAGHER, 172 Beale St., Z 5
JAMES L. HALLEY, 750 Market St., Z 2
MARVIN E. LEWIS, 625 Market St., Z 2
CHESTER R. MacPHEE, 1048 Valencia St., Z 10
EDWARD T. MANCUSO, 345 Grove St., Z 2
PATRICK J. McMURRAY, 86 McAllister St., Z 2
DEWEY MEAD, 1001 Steiner St., Z 25
J. JOSEPH SULLIVAN, 111 Sutter St., Z 4
JOHN J. SULLIVAN, 125 Veterans Bldg., Z 2
JOHN R. McGRATH, Clerk
ROBERT J. DOLAN, Chief Asst. Clerk



he Chamber's new foyer.

February 5, 1951

The Honorable George J. Christopher
President, Board of Supervisors
City Hall, Room 235
San Francisco 2, California

Subject: Salary Standardization of
X-Librarian Classification

Dear Sir:

May we ask your kind consideration in granting a fair increase in salary to the library employees.

It is felt that the proposed schedule recommended by the Civil Service Commission does not conform to the prevailing rate of pay granted by other California communities.

Library salary recommendations are below Los Angeles City salaries included in the December Salary and Wage Survey, and that survey has now been outmoded by the new February 1951 increases. For your convenience, we are listing the following figures:

	OUR PROPOSED RATE	LOS ANGELES 1950	LOS ANGELES 1951
X42 Librarian	$260- 310	$246-$303	$273-$337
X40 Librarian	$300-$359	$303-$375	$337-$417
X20 Librarian	$330-$390	$355-$440	$395-$489

Since the salary survey was published, Alameda County Library salaries, too, have been increased.

We feel that our classification should be given the same consideration as other classifications within our city system. For instance, our educational requirements are the same as the Social Service Workers', and yet, we have always been paid at a lower salary. In the Salary and Wage Survey, their recommendations have met the prevailing rate while ours did not.

We trust that you will remedy this situation and grant your librarians the remuneration they deserve.

We also urge that you give the J-34 Book Repairer salary increase request your every consideration.

Sincerely,
Staff Association
San Francisco Public Library

Adeltraut Raith, President

February 5, 1981

Mr. John R. McGrath

Clerk, Board of Supervisors
City Hall, Room 235
San Francisco 2, California

Dear Mr. McGrath:

Enclosed please find a copy of the San Francisco Public Library's letter, dated February 5, 1981, to the Board of Supervisors concerning the matter of salary standardization of A-Librarian classifications which is to be heard before the Board of Supervisors commencing February 5, 1981.

Each Supervisor received such a letter which was directed to him personally. The attached copy is for your files.

Sincerely,

Staff Association
San Francisco Public Library

Adelbrant Smith, President

February 5, 1951

Mr. Laurence J. Clarke
City Librarian
San Francisco Public Library
Civic Center
San Francisco 2, California

Dear Mr. Clarke:

Thank you very much for your recent copy of Los Angeles Public Library's new salary ranges which became effective February 1, 1951. This information should add great strength to our plea for salary increases.

Attached please find a copy of the Staff Association's letter which was sent to each Supervisor in connection with the forthcoming hearings before the Board of Supervisors on the subject of salary standardization. You may wish to have this copy for your files.

Sincerely,

Adeltraut Raith, President

February 6, 1951

The Honorable Civil Service Commission
City Hall
San Francisco 2, California

Gentlemen:

We would like to file with you, for your information, the attached copy of the San Francisco Public Library Staff Association's letter, dated February 5, 1951, a copy of which was directed to each Supervisor of San Francisco.

The letter in question concerns the salary standardization of X-Librarian classifications, the hearing of which will take place before the Board of Supervisors commencing February 8, 1951.

Sincerely,

Staff Association
San Francisco Public Library

Edeltraut Raith, President

February 7, 1953

The Honorable George Christopher
Board of Supervisors
City Hall, Suite 235
Civic Center
San Francisco 2, California

re: A-Librarian Salary Standardization

Dear Sir:

We wish to call to your attention the A-Librarian classification and the proposed increases recommended to it by the Civil Service Commission.

Rec'd as ad to our letter
Dir. Comm 12/10/52

While we are very grateful for the proposed amounts, we feel that they are still not in line with the prevailing rates throughout the State of California. For your convenience, we are attaching a schedule of these rates so that you may see that San Francisco schedules are far below other California jurisdictions.

We will appreciate your kind consideration and a proper adjustment to make San Francisco's librarian salaries on a par with those in Los Angeles and other communities in California

Copy to each Bd. of Sup. member
Bd. of Sup.
ake
Local, Fed of Muni. Empl
Civil Service Assoc.
Civil Service Commission
Mayor

Sincerely,

(Miss) Edeltraut Keith, Chairman
Staff Association Salary Committee
San Francisco Public Library
Civic Center
San Francisco 2, California

February 7, 1953

Mr. John McGrath, Clerk
Board of Supervisors
City Hall, Suite 235
Civic Center
San Francisco 2, California

rel: X-Librarian Salary Standardization

Dear Sir:

Attached please find a copy of our letter of even date which we submitted to each Supervisor in behalf of the X-Librarian classification in regard to Salary Standardization matters.

Sincerely,

(Miss) Edeltraut Keith, Chairman
Staff Association Salary Committee
San Francisco Public Library
Civic Center
San Francisco 2, California

February 7, 1953

Mr. Frank Koitoza, jr.
Federation of Municipal Employees
995 Market Street
San Francisco, California

Dear Mr. Koitoza:

Enclosed is a copy of our letter to the Board of Supervisors in behalf of the L-Librarian classification for the forthcoming salary hearings before the Board of Supervisors next week.

The "attached schedule" to which we refer in our letter to the Board is a copy of the salary data chart which we sent to you with our letter of December 12, 1952.

Many thanks for representing us once more at the Board of Supervisors hearing next Wednesday.

Sincerely,

(Miss) Edeltraut Laith, Chairman
Staff Association Salary Committee
San Francisco Public Library
Civic Center
San Francisco 2, California

February 7, 1955

Mr. Ivan Flenn
Civil Service Association
1358 Market Street
San Francisco, California

Dear Mr. Flenn:

Enclosed is a copy of our letter to the Board of Supervisors in behalf of the K-Librarian classification for the forthcoming salary hearings before the Board next week.

The "attached schedule" to which we refer in our letter to the Board is a copy of the salary data chart which we sent to you with our letter of December 17, 1954.

Many thanks for representing us once more at the Board of Supervisors hearing next Wednesday.

Sincerely,

(Miss) Adelbert Keith, Chairman
Staff Association Salary Committee
San Francisco Public Library
Civic Center
San Francisco 2, California

February 7, 1953

Honorable Civil Service Commission
City Hall, Suite 151
Civic Center
San Francisco 2, California

Gentlemen:

For your information, we are attaching a copy of our letter to the Board of Supervisors in behalf of the -Librarian classification in regard to the forthcoming salary hearings before the Board of Supervisors next week.

Sincerely,

(Miss) Adeltraut Keith, Chairman
Staff Association Salary Committee
San Francisco Public Library
Civic Center
San Francisco 2, California

P.S. The "attached schedule" to which we refer in our letter to the Board is a copy of the salary data chart which we sent to you with our letter of December 11, 1952 (for Civil Service Commission salary hearings)

February 7, 1953

The Honorable Francis McCarty
Board of Supervisors
City Hall, Suite 235
Civic Center
San Francisco 2, California

re: J56 Sub-Foreman Book Repairer

Dear Sir:

The differential between J54 Book Repairer and J56 Sub-Foreman Book Repairer has for several years been $40.00. Last year, however, the differential was reduced to $30.00 by granting the J54 Book Repairers a $20.00 increase and the J56 Sub-Foreman Book Repairer only a $10.00 increase.

May we ask you to restore the $40.00 differential to our J56 Sub-Foreman Book Repairer, making the maximum salary $320.00 instead of $310.00 as now recommended by the Civil Service Commission.

This adjustment, which in our opinion is warranted, will be sincerely appreciated.

Sincerely,

(Miss) Edeltraut Raith, Chairman
Staff Association Salary Committee
San Francisco Public Library
Civic Center
San Francisco 2, California

nal copies: 3 members of Bd of Sup's Finance Committee
Staff Assoc
Mrs. O'Brien, J56 Sub-Foreman Book Repairer
Mr. Clarke, City Librarian
Civil Service Commission

February 7, 1983

The Honorable Francis Bonanno
Board of Supervisors
City Hall, Room 235
Fifth Floor
San Francisco, California

re: 1983 Redevelopment Bond Ordinance

Dear Sir:

The difficulties between the Bond Trustee and the redevelopment bond purchasers has for several years been minimal. Last year, however, the difficulties was resolved to the 90% of purchasers who did bond insurance a 10% discount and for the redevelopment bond purchaser only a 5% discount.

Now we ask you to assume the 90% discount is not fair but some reasonable bond insurance, making the maximum discount 10% instead of 100% is now recommended by the bond trustee (in lieu).

This adjustment, which is the fairness it deserves, will be mutually advantageous.

Sincerely,

[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

February 9, 1953

Mrs. George O'Brien
Sub-Foreman Book Repairer
San Francisco Public Library
Civic Center
San Francisco 2, California

Dear Mrs. O'Brien:

Attached please find a copy of our letter directed to each of the members of the Board of Supervisors' Finance Committee in your behalf regarding the maintaining of the $40.00 differential between the J56 and J54 classifications.

A copy of the attached is also being submitted to Mr. Clarke and to the Civil Service Commission for their records.

As you may already know, the J classification will be heard before the Board of Supervisors' salary hearings on Wednesday evening, February 11th, at 8:30 PM in Room 228 City Hall.

Sincerely,

(Miss) Edeltraut Raith, Chairman
Staff Association Salary Committee
San Francisco Public Library
Civic Center
San Francisco 2, California

February 1, 1994

Mr. Dennis Fitzimons
State-Wide Book Service
San Francisco Public Library
Civic Center
San Francisco, California

Dear Mr. Fitzimons:

Attached please find a copy of our letter directed to each of the members of the Board of Supervisors. Please forward to your board regarding the motivation of the Public Librarian's move and the use of the Administrative.

A copy of the attached is also being monitored to Mr. Gibson and to the civil service commission for their review.

As you are already aware, the 2 classifications will be under review the first of September; right before Director of Personnel evaluation. Hopefully also, at least on a three and a-half basis.

Sincerely,

(signed) Malcolm Hill, Chairman
Staff Association Library Assistant
San Francisco Public Library
Civic Center
San Francisco, California

February 7, 1953

The Honorable Civil Service Commission
City Hall, Suite 151
Civic Center
San Francisco 2, California

re: J56 Sub-Foreman Book Repairer

Gentlemen:

We are attaching hereto a copy of our letter to the Board of Supervisors' Finance Committee in behalf of the J56 Sub-Foreman Book Repairer. The letter is self-explanatory, and is for your records.

Sincerely,

(Miss) Edeltraut Keith, Chairman
Staff Association Salary Committee
San Francisco Public Library
Civic Center
San Francisco 2, California

February 7, 1984

The Commercial Civil Service Association
City Hall, Suite 321
Civic Center
San Francisco 5, California

re: 1st Sgt-Stream Ord Gallery

Gentlemen:

As my commanding officer I ship of one letter to the Board of San Francisco' Civilian Employees in behalf of the 1st Sgt-Stream Ord Gallery. The letter is self-explanatory, and is for your records.

Respectfully,

(Lt. Col.) Richard Gulf, Chairman
Chief Industrial Civil Commission
San Francisco Civil Service
Civic Center
San Francisco 5, California

February 7, 1953

The Honorable Byron Arnold, Chairman
Board of Supervisors' Finance Committee
City Hall, Suite 235
Civic Center
San Francisco 2, California

re: Salary Standardization, Clerical
and Maintenance Personnel

Dear Sir:

We trust that you will give your kind consideration in the matter of upholding the Civil Service Commission's recommendations for clerical and maintenance personnel. We would like to make specific reference to the Elevator Operator, Janitorial, Carpenter, and Engineer , and Watchman groups, all of which are employed in the Public Library Department.

Higher wages will attract competent personnel. Low wages tend to create limited tenure appointments which spoil the continuity of of effective work on the part of trained personnel, and bring about a problem of continuous training of untrained persons. This limits the work capacity of the encumbent employees and causes a general inefficiency .

Your attention in this matter will be greatly appreciated.

Sincerely,

(Miss) Adelbrut Faith, Chairman
Staff Association Salary Committee
San Francisco Public Library
Civic Center
San Francisco 2, California

cc Mrs. Clarke, City Librarian

February 7, 1955

San Francisco Opera Guild, Business
Board of Supervisors' Finance Committee
City Hall, Room 235
Civic Center
San Francisco 2, California

Gentlemen:

Dear Sirs:

We hope that you will give your high consideration to the proposal of supplying the City Public Library Department's requirements for materials and maintenance expenses. We shall gladly be more explicit regarding the financial feasibility, logistics, transport and delivery, and technical details of which we are expert in the public library service.

Bulkpack books will eliminate transport problems. The saving accruing to the City and County from elimination of staff and equipment for receiving, processing, and shelving of materials will be the cost of bulkpack processing, and some cost of a package of maintenance. Bulkpack is permanent binding, and will give the best security of the economical expenditure and remain a permanent institution.

This statement of this proposal will be greatly appreciated.

Sincerely,

(signed) Edmund Lowe, Director
Chief Acquisition Service Department
San Francisco Public Library
Civic Center
San Francisco 2, California

Edm Lowe:jrb:jrb

February 9, 1953

Mr. Laurence J. Clarke
City Librarian
San Francisco Public Library
Civic Center
San Francisco 2, California

Dear Mr. Clarke:

Attached hereto, we are submitting to you for your records letters concerning latest salary standardization matters. We have prepared these letters for the Board of Supervisors' Finance Committee hearings on salary standardization which take place on Wednesday evening, February 11th, at 7:30 PM, 338 City Hall.

The letter regarding the M-Librarian classification is self-explanatory. The "attached schedule" to which we refer is a copy of the salary data chart which we sent to you with our letter of December 17, 1952. Both the Federation of Municipal Employees and the Civil Service Association will represent the L-Librarian classification.

The second letter, concerning the J-66 Sub-Foreman Book Repairer, will, in our opinion, be ineffectual because there are no figures to substantiate a raise in this classification. The Staff Association Salary Committee's letter will, as far as I know, be the only one in this connection - there is no other representation planned.

We would like to offer our sincere wish that the Civil Service Commission's recommendation regarding the A2 City Librarian will be upheld.

Sincerely,

(Miss) Waltraut Keith, Chairman
Staff Association Salary Committee
San Francisco Public Library
Civic Center
San Francisco 2, California

P.S. Also attached is a copy of our letter to the chairman of the Board of Supervisors' Finance Committee in behalf of our clerical and maintenance employees.

[illegible] 8, 1988

[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

Dear [illegible]:

[illegible] Jersey. My [illegible] is [illegible] for [illegible] [illegible] [illegible]

VISOR
IS McCARTY, *Chairman*
UTILITIES COMMITTEE
of the following Committees:
E, REVENUE AND TAXATION
HEALTH AND WELFARE

CITY AND COUNTY OF SAN FRANCISCO

Law Offices:
MILLS BUILDING
220 MONTGOMERY STREET
EXBROOK 2-3475

BOARD OF SUPERVISORS

CITY HALL, SAN FRANCISCO 2 · TELEPHONE HEMLOCK 1-2121

February 13, 1953

Edeltraut Raith, Chairman
Staff Association Salary Committee
San Francisco Public Library
Civic Center
San Francisco 2, California

Re: X-Librarian Salary Standardization

J56 Sub-Foreman Book Repairer

Dear Miss Raith:

This will acknowledge receipt of your letters of February 7, 1953, regarding the above matters.

Please be advised that I shall give careful consideration to the contents thereof.

With kind regards, I remain

Sincerely yours,

Francis McCarty

FRANCIS McCARTY
Supervisor

FMcC:MC

RVISOR
OLD S. DOBBS, *Chairman*
ARY, LEGISLATIVE AND
SERVICE COMMITTEE

Law Offices:
311 CALIFORNIA STREET
GArfield 1-4600

CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS

CITY HALL, SAN FRANCISCO 2 · TELEPHONE HEMLOCK 1-2121

February 18, 1953

Miss Edeltraut Raith, Chairman
Staff Association Salary Committee
San Francisco Public Library
Civic Center
San Francisco 2, Calif.

Dear Miss Raith:

This is to acknowledge your letter relative to salary standardization, and to thank you for the information which it contains.

I am submitting your communication to the Finance Committee of the Board of Supervisors, which is now considering all such data. Please be assured that when the Salary Standardization Ordinance is presented to the full Board, your comments will have my close attention.

Sincerely,

H. S. Dobbs

HAROLD S. DOBBS
Supervisor

SAN FRANCISCO PUBLIC LIBRARY

May 20, 1953

Mr. Ivan Flamm
Civil Service Association
1232 Market Street
San Francisco, California

Dear Mr. Flamm:

We would like to thank you for your part in salary standardization representation before the Hearings of the Civil Service Commission and the Board of Supervisors,

Sincerely,

(Miss) Edeltraut Raith, Chairman
Salary Standardization Committee
Staff Association
San Francisco Public Library

SAN FRANCISCO PUBLIC LIBRARY

May 20, 1953

Mr. Frank Moitoza, jr.,
Federation of Municiple Employes
995 Market Street
San Francisco, California

Dear Mr. Moitoza,

Once again, we would like to express our sincere thanks for your successful representation in our behalf before the Civil Service Commission and Board of Supervisor hearings,

Your cooperation and help in these matters are, as always, greatly appreciated.

Sincerely,

(Miss) Edeltraut Raith, Chairman
Salary Standardization Committee
Staff Association
San Francisco Public Library

San Francisco Federation of Municipal Employees, *Inc.*
995 MARKET STREET · YUkon 6-1450 · SAN FRANCISCO 3
(PUBLISHERS OF "THE CITY EMPLOYEES' DIGEST")
19

EMENT A. CLANCY
PRESIDENT
RREN J. TELFER
TREASURER
CHAEL RIORDAN
ATTORNEY

FRANK MOITOZA, JR.
SECRETARY AND
DIRECTOR OF PUBLIC RELATIONS
EDITOR
CITY EMPLOYEES' DIGEST

June 12, 1953

TO THE "X" CLASSIFICATIONS EMPLOYED
IN THE SAN FRANCISCO PUBLIC LIBRARIES

Dear Friends:

As you undoubtedly know, during salary standardization surveys in years gone by, the Library Group have generally received only "token" adjustments in pay. Several factors could have contributed to this condition. The Federation believes that the principal reason was insufficient representation at the Civil Service Commission and Board of Supervisors hearings during salary surveys. That the officers and members of your Library Staff Association were also of this opinion is borne out by the fact that two years ago this group contacted the Federation Office and asked if the Federation would represent them at these salary survey hearings. This group was headed by Miss Edeltraut Raith, Harriet Collopy, Barbara Throolin and several others whom I fail to recall at the moment.

As a result of this series of meetings, several of which were scheduled in the evening hours in order to accommodate the Library people, for the first time the Library employees were

San Francisco Federation of Municipal Employees, *Inc.*
995 MARKET STREET · YUkon 6-1450 · SAN FRANCISCO 3
(PUBLISHERS OF "THE CITY EMPLOYEES' DIGEST")

CLEMENT A. CLANCY
PRESIDENT
WARREN J. TELFER
TREASURER
MICHAEL RIORDAN
ATTORNEY

FRANK MOITOZA, JR.
SECRETARY AND
DIRECTOR OF PUBLIC RELATIONS
EDITOR
CITY EMPLOYEES DIGEST

June 12, 1953

TO THE "X" CLASSIFICATIONS EMPLOYED
IN THE SAN FRANCISCO PUBLIC LIBRARIES

Dear Friends:

As you undoubtedly know, during salary standardization surveys in years gone by, the Library Group have generally received only "token" adjustments in pay. Several factors could have contributed to this condition. The Federation believes that the principal reason was insufficient representation at the Civil Service Commission and Board of Supervisors hearings during salary surveys. That the officers and members of your Library Staff Association were also of this opinion is borne out by the fact that two years ago this group contacted the Federation Office and asked if the Federation would represent them at these salary survey hearings. This group was headed by Miss Edeltraut Raith, Harriet Collopy, Barbara Throolin and several others whom I fail to recall at the moment.

As a result of this series of meetings, several of which were scheduled in the evening hours in order to accommodate the Library people, for the first time the Library employees were accorded able and forceful representation at the forthcoming salary hearings. Those Library employees who attended these salary hearings will attest to the fact that the Federation of Municipal Employees was the sole organization to make both oral and written requests for salary increases for the Library Group. For the first time the Library classifications were accorded a decent increase in pay. Last year, this group again requested the Federation's assistance. As in the previous survey, the Federation's office devoted its facilities and energies in behalf of the "X" classifications. As a result of these able representations by the Federation, the Library classifications were again accorded rather substantial increases in pay to become effective this July 1, 1953.

That the foregoing is true and not merely propaganda is borne out by the following communication recently received from Miss Edeltraut Raith:

"Dear Mr. Moitoza:

Once again we would like to express our sincere thanks for your successful representation in our behalf before the Civil Service Commission and Board of Supervisors hearings.

Your cooperation and help in these matters is always appreciated.

(signed) Miss Edeltraut E. Raith,
Chairman, Salary Standardization
Survey Committee
San Francisco Public Library
Staff Association"

To further convince you that the Federation has been instrumental in materially helping the Library employees, we wish to inform you that at the May 26th, 1953 meeting of the

Federation, Mr. Francis P. Burke, President of your Library Staff Association, thanked the Federation and its Secretary, Frank Moitoza, Jr., for the assistance rendered in behalf of the Library personnel.

Upon checking our records, we were disappointed to find that there are several Library employees who are not as yet members of this organization. According to our records, you are one of those who is not a member. It would appear to us that in simple fairness to the organization which has been instrumental in obtaining for you rather substantial increases in pay during the past two years that you would want to show your appreciation by becoming a member. Aside from the substantial monetary gains accruing to you as a result of the Federation's efforts, the Federation offers many other services, such as a Hospital Benefit Plan, Purchase Discount Plans, etc.

With the hope that you will want to become a member, we are enclosing a pamphlet telling about the Federation. There is also attached to this pamphlet an application blank....also a salary deduction authorization whereby your small yearly dues of $6. may be paid in amounts of only 50 cents per month. Certainly this is an extremely small investment in view of the benefits. We hope you will fill out the application and mail it to the Federation Office and thus join with your fellow employees who are grateful for the Federation's active interest in their welfare and who are members of this organization.

Very truly yours,

San Francisco Federation
of Municipal Employees, Inc.

Frank Moitoza Jr.

By Frank Moitoza, Jr.,
Executive Secretary

The above letter is being sent at the suggestion of the President of your Library Staff Association, Mr. Francis Burke.

Mr. Burke is a delegate to the Federation from the Library Group and is also a member of the Federation's Board of Directors.

STAFF ASSOCIATION

March 7, 1951

Honorable Finance Committee
Board of Supervisors
The City Hall
San Francisco 2, California

Gentlemen:

Re: J-56

May we call your attention to the fact that the Civil Service Commission has recommended an increase of $30.00 a month for J-54 Book Repairers, but has recommended an increase of only $20.00 for the allied promotional classification, J-56.

The traditional spread between these two positions is, and has been $40.00.

The present occupant of this position took the examination and accepted the promotion with this $40.00 spread in mind and we feel that the facts and figures, duties and responsibilities of the position fully warrant the $40.00.

We strongly urge that this proportionate ratio of increase be accorded Classification J-56.

Very truly yours,

Edeltraut Raith, President
San Francisco Public Library
Staff Association.